SUMMARY OF CHANGES

Insert	
Page	Explanation of Changes
1-1	Provides new Version number; date of current Update
1-2 through 1-5	Revised Table of Contents
3-1	Lists new Competitive Area Request Form
3.1-8	Changed fax number to (304) 285-0902
3.1-9	Changed fax number to (304) 285-0902
3.1-10	Added new form (Competitive Area Request Form)
3.1-11 through	Page numbers changed to reflection addition of new
3.1-16	Competitive Area Request Form
5.2-2	Changed fax number to (304) 285-0902
6.2-1 through	Section was revised to include NOA code and table of
6.2-2	remarks
8.1-2	Tracking Data information revised
8.1-3	Page was repaginated
8.2-2	Tracking Data information revised
8.3-1	Changed fax number to (304) 285-0902
10.1-15 through	Inserted sample report output pages after each subsection;
10.1-57	added "Pay Plan EN WGI/Trial Period Report"
12.1-1	Added information on lead time necessary for Mass Award
	Processing; added "Manager Level" at the end of Step 3
12.1-2	Page was repaginated
12.3-1 through 12.3-12	Section 12.3, "Mass Printing" was re-written.
12.5-1	Added info on necessary lead time for Mass Processing;
	added "Manager Level" at Step 4
12.6-1	Changed fax number to (304) 285-0902
14.5-8	Added PAR remark "M97." SES member subject to post-
	employment restrictions under 18 USC 207(c)
14.5-19	Added PAR remark "Z72." This action is taken in
	accordance with pay provisions of the SES pay-for-
	performance system established under Section 1125 of the
	FiscalYear 2004 National Defense Authorization Act
	(Public Law 108-136, 11/24/03) that eliminates SES
	locality pay and replaces the six-level SES pay system with
	a single pay band system.
14.29-1 through	Title was changed to Earnings Codes; added detailed
14.29-3	Earnings Codes.
_	Added new "Competitive Area" listing
_	CHRIS Glossary Section was moved to Section 14.31
	Page 1-1 1-2 through 1-5 3-1 3.1-8 3.1-9 3.1-10 3.1-11 through 3.1-16 5.2-2 6.2-1 through 6.2-2 8.1-2 8.1-3 8.2-2 8.3-1 10.1-15 through 10.1-57 12.1-1 12.1-2 12.3-1 through 12.3-12 12.5-1 14.5-8 14.5-19

CHRIS HR USERS' MANUAL

Version 4.3 Updated January/2004 September 2003



Based on PeopleSoft Version 8.0

1/2004 1-1

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Job Code Request Form

Complete form and fax to the CHRIS Functional Hotline at (304) 285-0902.

Effective Date of Action Needing New Job Code	New Job Code	Occu Series	Title	Pay Plan	Pay Table	Grade	Manager Level	FLSA Status	Sub Agency	POI	Pay Basis	Func Class	Sensitivity	Fin Int (Y/N)	Exec Dis (Y/N)	Sch C (Y/N)
Today's Dat				-			uestor N									

The on-line job code form is available on the CHRIS website at http://chris.inel.gov/HR_Admin/job_code.cfm and should be used to ensure accuracy and completeness of the information provided.

Requestor Fax Number: _____

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Requestor Phone Number: _____

Request For New Organization Position Title

Complete form and fax to the CHRIS Functional Hotline at (304) 285-0902.

	Effective Date of Action Needing New Organization Position Title	New Organization Position Title Code		eries	POI	Sub- Agency
		1				
Today's	s Date:		Requestor Name:			
Sub-Ag	ub-Agency Name:		E-Mail Address:			
Request	equestor Phone Number:		Requestor Fax Number:			

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Competitive Area* Request Form

Review Section 14.31, Competitive Area Code Listing to ensure that your request is not a duplicate of a current Competitive Area Code. Then, complete the form and fax to the CHRIS Functional Hotline at (304) 285-0902.

Competitive Area Symbol (limited to 2 characters)	(based on the order creating the new area or the effective date of the Sub-Agency)	Competitive Area* Description (limited to 60 characters) This should reflect the geographic location where covered employees are assigned.

NOTE: Before faxing to the CHRIS Functional Team, the form must be signed by the HR POC.

Today's Date:	Requestor Name:
Sub-Agency Name:	E-Mail Address:
Requestor Phone Number:	Requestor Fax Number:
	HR POC Signature:

The on-line competitive area request form is available on the CHRIS website at http://chris.inel.gov/HR Admin/competitive area.cfm and should be used to ensure accuracy and completeness of the information provided.

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^{*} Competitive Area. For reduction-in-force, that part of an agency within which employees are in competition for retention. Generally, it is restricted by what is considered a "local commuting area."

Job Code Information

Job code: A number selected by the user to identify the position based on the position description.

When requesting a job code, please <u>fax</u> (do not e-mail) the following information to the CHRIS Functional Hotline. *All the fields must be completed before submitting a job code request*. Before submitting a request for a new Job Code, check the job code table for your Sub-Agency to be sure one does not already exist.

Information required with definitions:

Occ Series Occupational Series

Title* Official classification title of the position. Standard abbreviation table can be found at the

end of this chapter. The "&" sign is used for "and" on all classification titles. A maximum of 70 characters. *If organizational title is different from the official title, please

submit "Request for New Organizational Position Title" with this request.

Pay Plan Pay plan for the employee that will be assigned to the position (e.g., GS, GM, EX, ES).

Pay Table Pay table from which employee will be paid (e.g., 0000 for regular GS employees, 0414

for Engineers on the special salary chart): See section of this manual entitled "CHRIS

Terms/Codes" for a complete list of Salary Plans.

Grade Grade of the position

Manager Labor Management Relations (LMR) code

Level 2= Supervisor or Manager (PAY/PERS code M & S)

4 = Supervisor (PAY/PERS code L)

5 = Management Official (PAY/PERS code P)

6 = Leader (PAY/PERS code W)

7 = Team Leader (PAY/PERS code T)

8 = All others (PAY/PERS codes C, N, R, X)

FLSA Exempt or Non-Exempt

Exempt:

Professional positions, GS-9 & above

Administrative 2-grade interval positions, GS-9 & above Wage Supervisor (WS), General Foreman & higher

Supervisors, GS-10 & above

Non-Exempt:

Clerical/secretarial positions, GS-8 & below

Professional positions, GS-7 & below

Administrative 2-grade interval positions, GS-7 & below Administrative 1-grade interval positions, GS-8 & below

Technical positions, GS-8 & below

Wage Grade (WG), Wage Leader (WL) & other Wage Board equivalent

positions

Wage Supervisor (WS) and other wage system equivalent positions below the

General Foreman level

There are some positions for which there will be no clear rule to determine FLSA based on pay plan, grade or supervisory status. This must be determined at each individual site.

Sub-Agency Two character code for your specific site

POI Personnel Office Identifier (4 - 6 digits)

Pay Basis e.g., Per Annum (PA), Per Hour (PH), Per Day (PD)

Func Class Functional Classification code

00 = Not applicable

Use the following codes for scientific and engineering positions only:

11 = Research

12 = Research contract and grant administration

13 = Development

14 = Test and evaluation

21 = Design

22 = Construction

23 = Production

24 = Install/Operations/Maint

31 = Data collection, processing & analysis

32 = Scientific and technical information

41 = Standards and specifications

42 = Regulatory enforcement and licensing

51 = Natural resource operations

81 = Clinical practice, counseling, and ancillary medical services

91 = Planning

92 = Management

93 =Teaching and training

94 = Technical assistance and consulting 99 = Other - Not elsewhere classified

Senitivity Position Sensitivity

1- Non Sensitive

2- Non-critical, Sensitive

3 - Critical Sensitive

4 - Special Sensitive

5 - Moderate Risk

6 - High Risk

Fin Interest* Financial Interest (yes or no): Determine if the employee should complete the

Annual Confidential Financial Disclosure Report. *Check the Corporate

Business Rules DOE Order 326.8 dated 10-01-02.

Exec Disc Executive Disclosure (yes or no): For Pay Plans EX, ES, EJ level 5, EK level 5,

SL, ST, CA, AL and Schedule C appointments only.

-OR-

Sch C Schedule C Appointments -- CHECK ONLY IF EMPLOYEE IS ON A

SCHEULE C APPOINTMENT

When the CHRIS Functional Hotline receives the request, the new job code will be assigned and the form will be returned with the newly assigned job code.

Abbreviations

Abbreviations in CHRIS are to be used in cases where the title exceeds the total field length of 70 characters.

(OA) (Office Automation)
 (Steno) (Stenography)
 (Typing) (Typing)
 Acctg Accounting
 Admin Administration

ADP Automated Data Processing

Adv Advisor Assoc Associate Asst Assistant Auto Automated Ben Benefits Bio Biological Building Bldg Chem Chemical Classification Class Comm Communications

CompComputerComplComplianceConsvConservationContrContractorCoordCoordinatorCorrespCorrespondenceCrftsmnCraftsman

DADS Deputy Associate Deputy Secretary

DepDeputyDeptDepartmentDeptlDepartmentalDirDirectorDistDistributionDivDivision

DNFSB Defense Nuclear Facilities Safety Board**ECC** Emergency Communications Center

EEO Equal Employment Office

Elec Electric **Elecl** Electrical **Empl** Employee **Emplmt Employment** Eng Engineer Env Environment Envl Environmental **Equip** Equipment

ES&H Environmental Safety and Health

Exec Executive
Fac Facility
Faclts Facilities

Fin Finance
Gen General
Haz Hazardous
Hlth Health
Ind Industry
Inds'l Industrial
Info Information

Inst Instrument/Instrumental

Instl Instructional Intergov Intergovernmental Int'l International Journeyman Jman Lab Laboratory Labr Laborer Main Maintenance Mats Materials Mech Mechanic Mechl Mechanical Mgmt Management Mgr Manager Misc Miscellaneous Nat'l National

NEPA National Environment Policy Act

Nuc Nuclear Ofc Office Ofcr Officer **Opng** Operating Ops Operations Pers Personnel **Phys** Physical Pol **Policy Prgm** Program **Prgms** Programs Prin Principal

Proc Process/Processing

Proj Project
Prop Property
Prot Protection
Pwr Power

R&D Research and Development **Refrig** Refrigerator/Refrigeration

Reg Regulatory Rel Relations Representative Rep Repro Reproduction Res Resources Sci Science Sec Secretary Special Spec Specialist **Spect** \mathbf{Sr} Senior

StabilStabilizationStafgStaffingSupvSupervisorySvcServiceSvcsServicesSysSystemsTechTechnology

TQM Total Quality Management

Train Trainee Trng Training

REQUEST FOR INITIATION OF SUB-AGENCY TRANSFER (To be completed by gaining Sub-agency)

To CHRIS Functional Hotline:

Fax (304) 285-0902

The employee shown below has been selected for a position in the new DOE sub-agency referenced below. Please initiate the sub-agency transfer action in CHRIS and advise the gaining HR Office when the action has been entered in "REQ" PAR Status.

Data Field	Enter Employee & Position Information Referenced in First Column
Employee's Name	Referenced in 1 list Column
Employee's NID (SSN)	
EMPLID (If available)	
Gaining Sub-agency	
Losing Sub-agency	
Effective Date	
NTE Date (If any)	
Action (i.e., DEM, POS, or XFR)	
Reason Code (i.e., CMP, PRO, or REA)	
NOA Code (i.e., 713, 721, 702)	
Authority 1	
Authority 2 (If required)	
New Position Number	
New Official Position Title	
New Pay Plan	
New Occupational Series	
New Grade	
New Step	
New Base Pay (If Pay Plan is EJ, EK, EN,	
SL or ST)	
New Account Code	
Action concurred by:	
HR POC/Personnel Specialist (Gaining Sub	-agency): (After signing, fax to losing Sub-agency)
Signature	Date
HRPOC/Personnel Specialist (Losing Sub-a	gency): (After signing, fax to CHRIS Functional Hotline, (304) 285-0902)
Signature	 Date

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6.2 Earnings Code

Earnings codes are used in CHRIS to establish, change, and terminate other pay, allowances, and differential.

- A separate action must always be processed to establish, change, or terminate each of these entitlements, allowances, and/or differentials. You must never use another personnel transaction such as hire, promotion, or reassignment to **establish, change, and/or terminate** these entitlements, allowances, and/or differentials. If one of these entitlements, allowances, and/or differentials begins, changes, or ends simultaneously with another personnel transaction, process two separate actions with the same effective date.
- In cases where an employee is eligible simultaneously to more than one entitlement, allowance, and/or differential all relevant earnings codes must be carried forward on each personnel action effective during that period.
- When a new entitlement, allowance, and/or differential is granted, you must click on the (+) within the Earnings Code box to insert a new earnings code row. **Do not delete or overwrite the existing earnings code row in these cases.**
- The only time you will actually remove an Earnings Code from any personnel transaction is when an action is being processed to terminate an entitlement.

The following NOA codes must be used to process these actions.

NOA Code	NOA	Purpose
810	Chg in Allow/Diff	Establish, change in percentage or terminate retention
		allowance or supervisory differential
818	AUO	Establish, change in percentage or terminate administra-
		tively uncontrollable overtime entitlement
819	Availability Pay	Establish or terminate availability pay
940	Standby Premium Pay	Establish, change in percentage or terminate standby
		premium
941	Non-Foreign COLA	Establish, change in percentage or terminate non-foreign
		COLA
942	Post Allowance	Establish or terminate post allowance
943	Foreign Post Differential	Establish or terminate foreign post differential
944	Home Leave	Establish or terminate home leave
945	Physician's Comparability	Establish or terminate physicians comparability
		allowance

Refer to Chapter 14 of this manual for a complete list of Earning Codes used in CHRIS.

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Step 1 Process Personnel Action

Administer Workforce > Administer Workforce (USF) > Use > Request Action

□Data Control

- 1. Select Employee.
- 2. **Insert** a row (+).
- 3. Enter the Actual Effective Date. PAR Status defaults to REQ.
- 4. Select Action.
- 5. Select Reason Code.
- 6. Enter the **NOA Code**.
- 7. Enter **Authority#1 and/or Authority #2**; if the authority requires inserts, enter them within the space provided to the right of the **Authority Code** field or as part of the actual **Authority Code** text.

PAR Remarks

- 1. Enter remark code in **Remark CD** field. Press (+) to insert additional remarks. Press (-) to delete unnecessary remarks. Use the < or > arrows to view remarks.
- 2. For NOA Code 818, **Do not** use remark P81.

Tracking Data

- 1. **Action Taken date** defaults to system date. The **Action Taken date** appears in Block 49 of the SF-50. This date must be on or before the effective date of the action. To change (if necessary):
 - a) Check the **Action Dt Ovrd** box.
 - b) Change Action Taken date.
 - c) Uncheck the **Action Dt Ovrd** box.
- 2. The **Emplid of Tracking Row** defaults to the PAR approving official for your sub-agency. The **Emplid of Tracking Row** appears in Block 50 of the SF-50. To change (if necessary):
 - a) Check the **Override Operator Emplid** box.
 - b) Enter the required approving official in the **Emplid of Tracking Row** field. DO NOT uncheck **Override Operator Emplid** box.

□Compensation

Other Pay Information

- Review/Change/Enter Earnings Code if appropriate. Based on selection of Earnings Code, you may be required to enter the Pay Period Amount. If more than one earnings code is required, insert a row in the Earnings Code field.
- 2. If terminating, place cursor in the **Earnings Code** field and delete each row by using (-).
- 3. Verify salary information.

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- If a NOAC 002-Correction action is processed, changes can also be made to data fields that do not appear on the SF-50. For example, if you process an intervening NOAC 893 Within-Grade Increase (WGI) and you need to process a NOAC-002 Correction to actions already in CHRIS with an effective date later than the intervening action, you should also change the LEI Date on all of these Correction actions. If changes to non-SF-50 data elements are made, use Remark Z05 to explain the changed data, in addition to any standard OPM remarks, as required.
- When multiple NOAC 002-Correction actions are processed, it is **essential that these correction actions are processed in chronological order with the oldest action being corrected first and the most recent action last**. Review the employee's Official Personnel Folder, identify the actions that have incorrect data, identify any other data fields in CHRIS that are incorrect but do not appear on the SF-50, and then complete NOAC 002-Correction actions.
- When correcting an action that already has one or more Correction actions, always remember to correct all data fields that were corrected on prior corrections. This is necessary because the new Correction action is inserted on top of the initial action and therefore copies forward data from the initial action even though the new Correction action will appear as the most recent Correction once you exit the employee's record.
- In some cases, it will be necessary to refresh salary information on NOAC 002-Correction actions. For example, an employee had a promotion that was already in CHRIS when the retroactive NOAC 895-Locality Payment was processed and that Promotion already had a NOAC 002-Correction action to correct salary fields. When the second Correction action is processed, the new NOAC 002-Correction is inserted on top of the initial action and data fields are copied forward from that action. The second Correction will reflect the salary before the new locality percentages were implemented, unless salary information is refreshed even though the first NOAC 002-Correction has correct salary information.

Step 1 Process Personnel Action

Administer Workforce > Administer Workforce (USF) > Use > Correction

□Data Control

- 1. Select Employee.
- 2. Scroll to the action you want to correct; verify the **Effective Date**. If there are other 002 Correction Actions for that action, insert the current Correction Action on top of the most recent of the existing 002 Correction Actions.
- 3. Insert a row (+).
- 4. **PAR Status** defaults to *COR*.

PAR Remarks

- 1. Press (+) to insert **Remarks** or (-) to delete **Remarks**.
- 2. Use the < or > arrows to view **Remarks**.
- 3. If necessary, delete old remarks, and then enter appropriate remarks for the correction.
- 4. Be sure to include a remark stating what has been corrected.

Tracking Data

Enter the current date in the Action Taken date block. The Action Taken date appears in Block 49
of the SF-50.

1/2004 8.1-2

2. Enter the **Emplid** of the PAR approving official for your sub-agency in the **Emplid of Tracking Row** block. The **Emplid of Tracking Row** appears in Block 50 of the SF-50.

□ Job- Any changes that affect position must be made in Manage Positions first.

- 1. If changes were made under Manage Positions:
 - a) Delete the **Position**.
 - b) Tab this will remove prior position information.
 - c) Enter the **Position** (**Job Code**, **Agency**, **Sub-Agency**, **Department**, and **Location** will default from Position Data.)
 - d) Tab this will refresh with new position information.

Compensation

- 1. Review/Change Pay Rate Determinant if applicable.
- 2. Enter **Step** if this Correction affects position data.

Employment 1

1. Change necessary data fields. See information on "Using SCD Calculator" under "Basic Operations/Functions."

Employment 2

1. Change necessary data fields.

Return to Data Control

- 1. Save Read the message. You must review records affected by changes and check the Review Performed Flag before saving.
- If you are correcting an action that is *not* the most recent action, a message will direct you to review records affected by the changes and check the **Review Performed Flag** on the Data Control Page before you save the action.
- 3. Use the right-hand scroll bar to review subsequent actions. On each record you must check the Review check box in the upper right hand corner before saving. See section entitled "*Understanding Reviewed Flag*" under "*Basic Operations/Functions*" for an explanation of **Reviewed Flag**.
- 4. Scroll back to the Correction Action.
- 5. Save.

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- 3. You can **NEVER** insert a row on a canceled row.
- 4. Click on **PAR Status** and change to **CAN**.
- 5. Enter **Authority #1** and/or **Authority #2** if applicable.
- 6. If you are canceling an action that is *not* the most recent action, a message will direct you to review records affected by the changes and check the **Review Performed Flag** on the Data Control Page before you save the action.
- 7. Save.

PAR Remarks

- 1. Press (+) to insert **Remarks** or (-) to delete **Remarks**.
- 2. Use the < or > arrows to view **Remarks**.
- 3. If necessary, delete old remarks, and then enter appropriate remarks for the correction.

Tracking Data

- 1. Enter the current date in the **Action Taken date** block. The **Action Taken date** appears in Block 49 of the SF-50.
- 2. Enter the Emplid of the PAR approving official for your sub-agency in the **Emplid of Tracking Row** block. The **Emplid of Tracking Row** appears in Block 50 of the SF-50.

<u>NOTE</u>: If this is not the most recent action being canceled, you will need to cancel/correct each subsequent action.

1/2004 8.2-2

8.3 Settlement Agreements And Court Orders

CHRIS users are urged to review these procedures carefully. Since many of these situations require the processing of multiple retroactive personnel actions, this processing activity must be planned carefully in close coordination with CHRIS, Payroll, and DOEInfo staff members. The CHRIS user assigned responsibility for effecting the settlement agreement and/or court order must work closely with the CHRIS Functional Hotline staff to prepare and correct the employment history, the Payroll Office to reconstruct the retirement card, and the DOEInfo staff to purge any actions that will be obsolete. Users are urged to initiate an early conference call initially with CHRIS Functional Hotline to discuss the terms of the agreement or court order that must be implemented. Subsequent discussions will probably be necessary with Payroll and DOEInfo staff members prior to the time that the new actions are affected in CHRIS.

Background

Certain settlement agreements, decisions, and court orders require the correction or cancellation of previously issued actions and processing of replacement actions and/or newly-required actions to make the employee "whole." According to the Guide for Processing Personnel Actions, agencies are required to change the employee's record in their service record system, making sure to delete all actions or items referring to a canceled action. DOEInfo is the corporate repository system which maintains the service record history information, SF-7.

In addition to the Official Personnel File (OPF) reflecting the reconstructed record and the service record containing no references to any canceled actions, the settlement agreement or decision may stipulate that all references to negative, adverse, or erroneous information be removed from all automated or electronic files. For DOE, the electronic records are maintained within the Corporate Human Resource Information System (CHRIS) which is used to process personnel actions and update DOEInfo.

Procedure

This procedure addresses how the service record system will be reconstructed and the manner in which electronic records will be expunged if the decision states that this is required.

- 1. Upon notification by the HR Office that an employee's personnel record must be reconstructed and the electronic records must be purged due to a settlement agreement or court order, the CHRIS user will identify what actions need to be canceled, corrected, and replaced or are newly required.
- 2. The CHRIS user will print the SF-7 card and annotate the document with the types of actions that need to be removed, inserted, or corrected.
- 3. The CHRIS user will fax the annotated SF-7 record to the CHRIS Functional Hotline at (304) 285-0902 for evaluation as to how the actions should be processed in CHRIS.
- 4. The CHRIS Functional Hotline staff will review the document to determine:
 - how far back the employee's history must be reconstructed.
 - if all the actions can be done within CHRIS.
 - what actions the user can process within the system.
 - what actions the CHRIS staff will need to enter in the system.
 - if job codes and table modifications (e.g., department table) are needed to accommodate the historical actions
 - what actions need to be deleted from the system <u>after</u> the record is reconstructed.
- 5. The CHRIS staff will contact the user to discuss the steps needed and advise of any intervention needed.

1/2004 8.3-1

PAR Remarks

2/10/2004

Remark Code	<u>Remark</u>
A01	Appointment is on a seasonal basis; the employee is subject to release to nonpay status and recall to duty to meet workload requirements as a condition of employment in accordance with the attached agreement.
A03	This appointment is intended to continue for 2 years. Upon satisfactory completion of 2-year trial period, you will be noncompetitively converted to career-conditional appointment. If performance is not satisfactory, or you fail to satisfactorily complete program, employment will be terminated.
A04	Appointment is NTE 2 years. Upon satisfactory completion of internship, you may be noncompetitively converted to career or career conditional appointment. If your performance is not satisfactory or if you fail to satisfactorily complete internship, employment will be terminated.
A07	Employment under this appointment must not exceed **** hours a year.
A08	Total employment under this and previous appointment must not exceed **** hours a year.
A11	Employment under this appointment must not exceed **** working days a year.
A12	Employment under this and previous appointment must not exceed **** working days a year.
A15	Total compensation during service year must not exceed 40% of salary for GS-3/1; salary increase resulting from a within-grade increase will not count against this limitation.
A17	As a reemployed annuitant, you serve at the will of the appointing officer.
A21	Temporary employees serve under appointments limited to 1-year or less and are subject to termination at any time without use of adverse action or reduction-in-force procedures. A temporary appointment does not confer eligibility to be promoted or reassigned to other positions, or the ability to be noncompetitively converted to career-conditional appointment.
A22	This appointment cannot be renewed. Upon admission to the Bar, you will be eligible for appointment as attorney in accordance with ******* appointment procedures.
A24	Employee informed in advance of the conditions of appointment under the Presidential Management Intern Program.

1/2004 10.1-15

Generating An Accessions by Bargaining Unit Report

The Accessions by Bargaining Unit will generate based on BUS Code designation. To generate this report:

Define Business Rules > Manage Human Resources (USF) > DOE Report > Accessions by Bargaining Unit

- 1. Select Accessions by Bargaining Unit Report.
- 2. Click on Add a New Value.
- 3. **Run Control ID** ACCBARGUNIT.
- 4. Click **Add** You will only have to use **Add a New Value** the first time you generate this report. Every time after you can use "ACCBARGUNIT."
- 5. Enter **From Date** and **Thru Date** for the time period on which you wish to report.
- 6. Enter the **Sub-Agency** or **Sub-Agencies** for which you wish to generate the report. You can enter the two-digit code if you know it or click on the magnifying glass and select from list. To add more than one **Sub-Agency**, press (+) to add a row for the next **Sub-Agency**.
- 7. Enter the **BUS Code**. You can enter the four-digit code if you know it or click on the magnifying glass and select from list. To add more than one **BUS Code**, press (+) to add a row for the next **BUS Code**. Follow this process until you have selected each one you wish to report on.
- 8. Click Save.
- 9. Click on Run.
- 10. When the Process Scheduler Request screen appears, select **Server Name**: PSNT.
- 11. Verify under **Process List** that the **Type**: Web and **Format**: PDF.
- 12. Click **OK**.
- 13. Record the process instance number.
- 14. Click on **Report Manager** and scroll to the right side of the page and click on **Refresh** until you see <u>View</u> appear next to your report. Click on <u>View</u>.
- 15. Maximize the **Report/Log Viewer** page.
- 16. On the **Report/Log Viewer** page click on the report with the **.PDF** extension.
- 17. Adobe Acrobat will open.

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- 18. Click on the printer icon and make adjustments to your report so it prints properly. These adjustments may include selecting "Portrait" or "Landscape" orientation or selecting "Shrink oversized pages to paper size."
- 19. Once the report appears in the print preview display as you want to see it printed, click OK to send it to the printer.

09/05/03 10.1-17

Report ID: NRHR013

U.S. DEPARTMENT OF ENERGY BARGAINING UNIT ACCESSIONS LIST National Energy Technology Laboratory From 01-JAN-2003 Thru 10-NOV-2003

Page No. 1 Run Date 02/10/2004 Run Time 08:09:49

Series/ Action Bargain
Deptid Department Name Name Title Grade City State Code Action Date Unit ID

1/2004 10.1-18

Generating A Terminations by Bargaining Unit Report

The **Terminations by Bargaining Unit** will generate based on BUS Code designation. To generate this report:

Define Business Rules > Manage Human Resources (USF) > DOE Report > Terminations by Bargaining Unit

- 1. Select **Terminations by Bargaining Unit**.
- 2. Click on Add a New Value.
- 3. **Run Control ID** TERMBARGUNIT.
- 4. Click **Add** You will only have to use **Add a New Value** the first time you generate this report. Every time after you can use "TERMBARGUNIT."
- 5. Enter **From Date** and **Thru Date** for the time period on which you wish to report.
- 6. Click on **Save**.
- 7. Click on **Run**.
- 8. When the Process Scheduler Request screen appears, select **Server Name**: PSNT.
- 9. Verify under **Process List** that the **Type**: Web and **Format**: PDF.
- 10. Click **OK**.
- 11. Record the process instance number.
- 12. Click on **Report Manager** and scroll to the right side of the page and click on **Refresh** until you see <u>View</u> appear next to your report. Click on <u>View</u>.
- 13. Maximize the **Report/Log Viewer** page.
- 14. On the **Report/Log Viewer** page click on the report with the **.PDF** extension.
- 15. Adobe Acrobat will open.
- 16. Click on the printer icon and make adjustments to your report so it prints properly. These adjustments may include selecting "Portrait" or "Landscape" orientation or selecting "Shrink oversized pages to paper size."
- 17. Once the report appears in the print preview display as you want to see it printed, click OK to send it to the printer.

09/05/03 10.1-19

Report ID: NRHR027 U.S. DEPARTMENT OF ENERGY Page No. 16

TERMINATIONS BY BARGAINING UNIT Run Date: 11/13/2003 From 31-OCT-2003 Thru 13-NOV-2003 Run Time: 08:25:21

FION 31-0C1-2003 INIU 13-NOV-20

SUB-AGENCY:

TERM				PAY	OCC			BARG
DATE	NOA - R E A S O N	EMPLID NAME	TITLE	PLN	SER	GR LOCATION	SEX	UNIT
10/31/2003	317 Resignation						M	8888
11/01/2003	303 Retirement-Special Option						F	7777
11/01/2003	352 Termination-Appt in						F	7777
11/01/2003	352 Termination-Appt in						F	8888
11/01/2003	352 Termination-Appt in						F	7777

TOTAL TERMINATIONS FOR SUB-AGENCY

End of Report

1/2004 10.1-20

Generating An Alpha List Of Active Employees

The **Alpha List of Active Employees** report is used to print a listing of employees who are in an active status. To generate this report:

Define Business Rules > Manage Human Resources (USF) > DOE Report > Alpha List of Active Employees

- 1. Select **Alpha List of Active Employees**.
- 2. Click on Add a New Value.
- 3. **Run Control ID** ALPHA.
- 4. Click **Add** You will only have to use **Add a New Value** the first time you generate this report. Every time after you can use "ALPHA."
- 5. Enter the **Sub-Agency** or **Sub-Agencies** for which you wish to generate the report. You can enter the two-digit code if you know it or click on the magnifying glass and select from list. To add more than one **Sub-Agency**, press (+) to add a row for the next **Sub-Agency**.
- 6. Click on **Save**.
- 7. Click on **Run**.
- 8. When the Process Scheduler Request screen appears, select **Server Name**: PSNT.
- 9. Verify under **Process List** that the **Type**: Web and **Format**: PDF.
- 10. Click **OK**.
- 11. Record the process instance number.
- 12. Click on **Report Manager** and scroll to the right side of the page and click on **Refresh** until you see <u>View</u> appear next to your report. Click on <u>View</u>.
- 13. Maximize the **Report/Log Viewer** page.
- 14. On the **Report/Log Viewer** page click on the report with the **.PDF** extension.
- 15. Adobe Acrobat will open.
- 16. Click on the printer icon and make adjustments to your report so it prints properly. These adjustments may include selecting "Portrait" or "Landscape" orientation or selecting "Shrink oversized pages to paper size."
- 17. Once the report appears in the print preview display as you want to see it printed, click OK to send it to the printer.

09/05/03 10.1-21

Report ID: NRHR003 DEPARTMENT OF ENERGY Page No: 1

ALPHABETICAL ROSTER OF ACTIVE EMPLOYEES Run Date: 11/13/2003

Run Time: 08:39:38

PERSONAL DATA - - TO BE TREATED IN A CONFIDENTIAL MANNER (P.L. 93-579)

Selected Sub-Agencies:

BIRTH SUB PAY OCC FULL/
EMPLOYEE NAME SSN DATE AGN POI DEPT ID POSITION# PLN SER GR ST SALARY PART DUTY STATION

End of Report

1/2004 10.1-22

Generating A User Workload Report

The **User Workload Report** will generate a count of actions processed by **NOA Code** and Operator ID's within a *Sub-Agency*. To generate this report:

Define Business Rules > Manage Human Resources (USF) > DOE Report > User Workload Report

- 1. Select User Workload Report.
- 2. Click on Add a New Value.
- 3. **Run Control ID** WORKLOAD.
- 4. Click **Add** You will only have to use **Add a New Value** the first time you generate this report. Every time after you can use "WORKLOAD."
- 5. Enter the **Sub-Agency** or **Sub-Agencies** for which you wish to generate the report. You can enter the two-digit code if you know it or click on the magnifying glass and select from list. To add more than one **Sub-Agency**, press (+) to add a row for the next **Sub-Agency**.
- 6. Click on Save.
- 7. Click on Run.
- 8. When the Process Scheduler Request screen appears, select **Server Name**: PSNT.
- 9. Verify under **Process List** that the **Type**: Web and **Format**: PDF.
- 10. Click **OK**.
- 11. Record the process instance number.
- 12. Click on **Report Manager** and scroll to the right side of the page and click on **Refresh** until you see <u>View</u> appear next to your report. Click on <u>View</u>.
- 13. Maximize the Report/Log Viewer page.
- 14. On the **Report/Log Viewer** page click on the report with the **.PDF** extension.
- 15. Adobe Acrobat will open.
- 16. Click on the printer icon and make adjustments to your report so it prints properly. These adjustments may include selecting "Portrait" or "Landscape" orientation or selecting "Shrink oversized pages to paper size."
- 17. Once the report appears in the print preview display as you want to see it printed, click OK to send it to the printer.

09/05/03 10.1-23

Report ID: NRHR026	DEPARTMENT OF ENERGY	Page No. 5
		Run Date: 11/13/2003
	USER WORK LOAD REPORT	Run Time: 08:45:09

FROM 10/15/2003 THRU 11/01/2003

Operator ID:

702	Promotion	1
840	Individual Cash	1
893	Award	1
894	WGI	1
966	Pay Adj	1
CAN	Change/Correct Non-	0
COR	SF50	0
	Cancelled	
	Corrected	

End of Report

1/2004 10.1-24

Report ID: NRHR026 DEPARTMENT OF ENERGY Page No. 6

USER WORK LOAD REPORT

FROM 10/15/2003 THRU 11/01/2003

SUBAGENCY SUMMARY

893	WGI
840	Individual Cash
101	Award
702	Career-Cond Appt
703	Promotion
847	Promotion NTE
881	Group Time-Off
894	Award
966	Federal Employees
CAN	Group
COR	Pay Adj
	Change/Correct Non-
	SF50
	Cancelled
	Corrected

GRAND TOTAL: 25

=======

Run Date: 11/13/2003

Run Time: 08:45:09

End of Report

1/2004 10.1-25

Generating An Awards Report

The **Awards Report** will generate a list of awards by **NOA Code** for employees within a *Sub-Agency*. To generate this report:

Define Business Rules > Manage Human Resources (USF) > DOE Report > Awards Report

- 1. Select **Awards Report**.
- 2. Click on Add a New Value.
- 3. **Run Control ID** AWARDS.
- 4. Click **Add** You will only have to use **Add a New Value** the first time you generate this report. Every time after you can use "AWARDS."
- 18. Enter **From Date** and **Thru Date** for the time period on which you wish to report.
- 5. Enter the **Sub-Agency** or **Sub-Agencies** for which you wish to generate the report. You can enter the two-digit code if you know it or click on the magnifying glass and select from list. To add more than one **Sub-Agency**, press (+) to add a row for the next **Sub-Agency**.
- 6. Enter the **NOAC** or **NOAC's** for which you wish to generate the report. You can enter the three-digit code if you know it or click on the magnifying glass and select from the list. To add more than once **NOAC**, press (+) to add a row for the next **NOAC**. Follow this process until you have selected each **NOAC** you wish to report on.
- 7. Click on **Save**.
- 8. Click on **Run**.
- 9. When the Process Scheduler Request screen appears, select **Server Name**: PSNT.
- 10. Verify under **Process List** that the **Type**: Web and **Format**: PDF.
- 11. Click **OK**.
- 12. Record the process instance number.
- 13. Click on **Report Manager** and scroll to the right side of the page and click on **Refresh** until you see <u>View</u> appear next to your report. Click on <u>View</u>.
- 14. Maximize the **Report/Log Viewer** page.
- 15. On the **Report/Log Viewer** page click on the report with the **.PDF** extension.
- 16. Adobe Acrobat will open.

09/05/03 10.1-26

- 17. Click on the printer icon and make adjustments to your report so it prints properly. These adjustments may include selecting "Portrait" or "Landscape" orientation or selecting "Shrink oversized pages to paper size."
- 18. Once the report appears in the print preview display as you want to see it printed, click OK to send it to the printer.

09/05/03 10.1-27

Report ID: NRHR015

U.S. DEPARTMENT OF ENERGY AWARDS REPORT

Southwestern Power Administration From 01-OCT-2003 Thru 17-NOV-2003

Run Date 11/17/2003 Run Time 10:50:49

Page No. 1

Amount in Dollars Amount in Hours Empl Status 841 Group Cash Award =========== ========== ========



End of Report

Generating A Bargaining Unit Employees Report

The **Bargaining Unit Employees Report** will generate a list of employees by designated **BUS Code**. To generate this report:

Define Business Rules > Manage Human Resources (USF) > DOE Report > Bargaining Unit Employees Report

- 1. Select Bargaining Unit Employees Report.
- 2. Click on Add a New Value.
- 3. **Run Control ID** BARGUNIT.
- 4. Click **Add** You will only have to use **Add a New Value** the first time you generate this report. Every time after you can use "BARGUNIT."
- 5. Enter the **Sub-Agency** or **Sub-Agencies** for which you wish to generate the report. You can enter the two-digit code if you know it or click on the magnifying glass and select from list. To add more than one **Sub-Agency**, press (+) to add a row for the next **Sub-Agency**.
- 6. Enter the **BUS Code**. You can enter the four-digit code if you know it or click on the magnifying glass and select from list. To add more than one **BUS Code**, press (+) to add a row for the next **BUS Code**. Follow this process until you have selected each one you wish to report on.
- 7. Click on Save.
- 8. Click on Run.
- 9. When the Process Scheduler Request screen appears, select **Server Name**: PSNT.
- 10. Verify under **Process List** that the **Type**: Web and **Format**: PDF.
- 11. Click **OK**.
- 12. Record the process instance number.
- 13. Click on **Report Manager** and scroll to the right side of the page and click on **Refresh** until you see <u>View</u> appear next to your report. Click on <u>View</u>.
- 14. Maximize the **Report/Log Viewer** page.
- 15. On the **Report/Log Viewer** page click on the report with the **.PDF** extension.
- 16. Adobe Acrobat will open.

- 17. Click on the printer icon and make adjustments to your report so it prints properly. These adjustments may include selecting "Portrait" or "Landscape" orientation or selecting "Shrink oversized pages to paper size."
- 18. Once the report appears in the print preview display as you want to see it printed, click OK to send it to the printer.

Report ID: NRHR014 U.S. DEPARTMENT OF ENERGY
BARGAINING UNIT EMPLOYEES
Carlsbad Field Office

arlsbad Field Office Run Date 01/20/2004 As of 11-JAN-2004 Run Time 10:47:39

Page No. 2

Grade or Bargain Unit ID Employee Name Level Position Title SSN Series ====== _____ ======== ====== 7777 7777 7777 7777 7777 7777 7777

Generating An Organization Report

The **Organization Report** is used to print a listing of employees who are in an active status by organization. To generate this report:

Define Business Rules > Manage Human Resources (USF) > DOE Report > Organization Report

- 1. Select Organization Report.
- 2. Click on Add a New Value.
- 3. **Run Control ID** ORGRPT.
- 4. Click **Add** You will only have to use **Add a New Value** the first time you generate this report. Every time after you can use "ORGRPT."
- 5. Enter the **Sub-Agency** or **Sub-Agencies** for which you wish to generate the report. You can enter the two-digit code if you know it or click on the magnifying glass and select from list. To add more than one **Sub-Agency**, press (+) to add a row for the next **Sub-Agency**.
- 6. Enter **Department** or **Departments** for which you wish to generate report. You can enter the ten-digit code if you know it or click on the magnifying glass and select them from the list available. To add more than one **Department**, press (+) to add a row for the next **Department**. Follow this procedure until you have selected each **Department** you wish to report on. If you do not select a specific **Department** for the sub agency entered, then all **Departments** for that sub agency will print.
- 7. If you try to select a **Department** without entering a sub agency, the system will give you an error of "*No records found matching specified key(s)*." Therefore, you must enter or select a **Sub-Agency** or select a specific **Department**.
- 8. Click on Save.
- 9. Click on Run.
- 10. When the Process Scheduler Request screen appears, select **Server Name**: PSNT.
- 11. Verify under **Process List** that the **Type**: Web and **Format**: PDF.
- 12. Click **OK**.
- 13. Record the process instance number.
- 14. Click on Report Manager and scroll to the right side of the page and click on Refresh until you see <u>View</u> appear next to your report. Click on <u>View</u>.

- 15. Maximize the **Report/Log Viewer** page.
- 16. On the **Report/Log Viewer** page click on the report with the **.PDF** extension.
- 17. Adobe Acrobat will open.
- 18. Click on the printer icon and make adjustments to your report so it prints properly. These adjustments may include selecting "Portrait" or "Landscape" orientation or selecting "Shrink oversized pages to paper size."
- 19. Once the report appears in the print preview display as you want to see it printed, click OK to send it to the printer.

DEPARTMENT OF ENERGY

Report ID: NRHR005 NATIONAL ENERGY TECHNOLOGY LABORATORY Page No. 1

ORGANIZATION ROSTER Run Date: 11/17/2003

Run Time: 10:58:38

PERSONAL DATA - - TO BE TREATED IN A CONFIDENTIAL MANNER (P.L. 93-579)

VET

PAY OCC SALARY/ WRK TNR MGR PRF EMP SERV CMP POSN BIRTH EMPLOYEE NAME POSITION TITLE PLAN SER GR ST PAY RATE SCH GRP LVL FLSA APT STS DATE NUMBER DATE

Division

FULL-TIME FULL-TIME TOTAL LTD SEV TOTAL TOTAL ANNUAL

PERMANENT TEMPORARY PART-TIME INTERMITTENT YEAR-F-T OTHER EMPLOYEES SALARY COSTS

Total this organization:

FULL-TIME FULL-TIME TOTAL LTD SEV TOTAL TOTAL ANNUAL

PERMANENT TEMPORARY PART-TIME INTERMITTENT YEAR-F-T OTHER EMPLOYEES SALARY COSTS

SUB-AGENCY TOTALS:

End of Report

Generating A Service Awards Report

The **Service Awards** report is used to find employees who have 10, 20, 25, 30, 35, 40, 45, or 50 years of service and are eligible for a service award. To generate this report:

Define Business Rules > Manage Human Resources (USF) > DOE Report > Service Awards Report

- 1. Select Service Awards Report.
- Click on Add a New Value.
- Run Control ID SVCAWDS.
- 4. Click **Add** You will only have to use **Add a New Value** the first time you generate this report. Every time after you can use "SVCAWDS."
- 5. Enter **From Date** and **Thru Date** for the time period on which you wish to report.
- 6. Enter the **Sub-Agency** or **Sub-Agencies** for which you wish to generate the report. You can enter the two-digit code if you know it or click on the magnifying glass and select from list. To add more than one **Sub-Agency**, press (+) to add a row for the next **Sub-Agency**.
- 7. Click on Save.
- 8. Click on Run.
- 9. When the Process Scheduler Request screen appears, select **Server Name**: PSNT.
- 10. Verify under **Process List** that the **Type**: Web and **Format**: PDF.
- 11. Click **OK**.
- 12. Record the process instance number.
- 13. Click on **Report Manager** and scroll to the right side of the page and click on **Refresh** until you see <u>View</u> appear next to your report. Click on <u>View</u>.
- 14. Maximize the **Report/Log Viewer** page.
- 15. On the **Report/Log Viewer** page click on the report with the **.PDF** extension.
- 16. Adobe Acrobat will open.
- 17. Click on the printer icon and make adjustments to your report so it prints properly. These adjustments may include selecting "Portrait" or "Landscape" orientation or selecting "Shrink oversized pages to paper size."
- 18. Once the report appears in the print preview display as you want to see it printed, click OK to send it to the printer.

Report ID: NRHR002 DEPARTMENT OF ENERGY Page No. 1

LENGTH OF SERVICE AWARD ELIGIBILITY LISTING Run Date: 11/17/2003 FROM 10/01/2003 THRU 11/01/2003 Run Time: 11:05:08

EMPLOYEE NAME SUBAGENCY ORG CODE ORGANIZATION TITLE SERVICE COMP DATE

End of Report

Generating SSN List of Active Employees

The **SSN List of Active Employees** report is a list of all active employees by Social Security Number (**SSN**). To generate this report:

Define Business Rules > Manage Human Resources (USF) > DOE Report > SSN List of Active Employees

- 1. Select SSN List of Active Employees.
- Click on Add a New Value.
- 3. Run Control ID SSNRPT
- 4. Click **Add** You will only have to use **Add a New Value** the first time you generate this report. Every time after you can use "SSNRPT."
- 5. Enter the **Sub-Agency** or **Sub-Agencies** for which you wish to generate the report. You can enter the two-digit code if you know it or click on the magnifying glass and select from list. To add more than one **Sub-Agency**, press (+) to add a row for the next **Sub-Agency**.
- 6. Click on Save.
- 7. Click on Run.
- 8. When the Process Scheduler Request screen appears, select **Server Name**: PSNT.
- 9. Verify under **Process List** that the **Type**: Web and **Format**: PDF.
- 10. Click **OK**.
- 11. Record the process instance number.
- 12. Click on **Report Manager** and scroll to the right side of the page and click on **Refresh** until you see <u>View</u> appear next to your report. Click on <u>View</u>.
- 13. Maximize the **Report/Log Viewer** page.
- 14. On the **Report/Log Viewer** page click on the report with the **.PDF** extension.
- 15. Adobe Acrobat will open.
- 16. Click on the printer icon and make adjustments to your report so it prints properly. These adjustments may include selecting "Portrait" or "Landscape" orientation or selecting "Shrink oversized pages to paper size."
- 17. Once the report appears in the print preview display as you want to see it printed, click OK to send it to the printer.

Report ID: NRHR004 DEPARTMENT OF ENERGY Page No. 1

ACTIVE EMPLOYEES LIST BY SSN Run Date: 11/17/2003

Run Time: 12:33:49

PERSONAL DATA - - TO BE TREATED IN A CONFIDENTIAL MANNER (P.L. 93-579)

Selected Sub-Agencies: NT

BIRTH SUB PAY OCC FULL/

SSN EMPLOYEE NAME DATE AGN POI DEPT ID POSITION # PLN SER GR ST SALARY PART DUTY STATION

End of Report

Generating An REQ/INI Stat Report

The **REQ/INI Stat Report** is used to identify personnel actions that are still in *REQ/INI* **PAR Status** for your *Sub-Agency* by *User ID*. To generate this report:

Define Business Rules > Manage Human Resources (USF) > DOE Report > REQ/INI Stat Report

- 1. Select **REQ/INI Stat Report**.
- 2. Click on Add a New Value.
- 3. **Run Control ID** REQ/INISTAT.
- 4. Click **Add** You will only have to use **Add a New Value** the first time you generate this report. Every time after you can use "REQ/INISTAT."
- 5. Enter **From Date** and **Thru Date** for the time period on which you wish to report.
- 6. Enter the **Sub-Agency** or **Sub-Agencies** for which you wish to generate the report. You can enter the two-digit code if you know it or click on the magnifying glass and select from list. To add more than one **Sub-Agency**, press (+) to add a row for the next **Sub-Agency**.
- 7. Click on Save.
- 8. Click on Run.
- 9. When the Process Scheduler Request screen appears, select **Server Name**: PSNT.
- 10. Verify under **Process List** that the **Type**: Web and **Format**: PDF.
- 11. Click **OK**.
- 12. Record the process instance number.
- 13. Click on **Report Manager** and scroll to the right side of the page and click on **Refresh** until you see <u>View</u> appear next to your report. Click on <u>View</u>.
- 14. Maximize the **Report/Log Viewer** page.
- 15. On the **Report/Log Viewer** page click on the report with the **.PDF** extension.
- 16. Adobe Acrobat will open.
- 17. Click on the printer icon and make adjustments to your report so it prints properly. These adjustments may include selecting "Portrait" or "Landscape" orientation or selecting "Shrink oversized pages to paper size."
- 18. Once the report appears in the print preview display as you want to see it printed, click OK to send it to the printer.

Report ID: NRHR024 DEPARTMENT OF ENERGY Page No. 1

LIST OF ACTIONS IN REQ AND INI STATUS Run Date: 11/17/2003 FROM 11/01/2003 THRU 12/31/2003 Run Time: 12:40:21

EFFDT EMPLID NAME NOA CODE REASON CREATED ON LAST UPDATED WIP STATUS

Operator ID:

11/16/2003 11/07/2003 11/07/2003 REQ

Operator ID Total: 1

SubAgency Total: 1

End of Report

Generating A Department Managers Report

The **Department Managers Report** is used generate a list of the Department Table with the Manager assigned to each department.

Define Business Rules > Manage Human Resources (USF) > DOE Report > Department Managers Report

- 1. Select Department Managers Report.
- 2. Click on Add a New Value.
- 3. Run Control ID DEPTMGR.
- 4. Click **Add** You will only have to use **Add a New Value** the first time you generate this report. Every time after you can use "DEPTMGR."
- 5. Enter the **Sub-Agency** or **Sub-Agencies** for which you wish to generate the report. You can enter the two-digit code if you know it or click on the magnifying glass and select from list. To add more than one **Sub-Agency**, press (+) to add a row for the next **Sub-Agency**.
- 6. Click on Save.
- 7. Click on Run.
- 8. When the Process Scheduler Request screen appears, select **Server Name**: PSNT.
- 9. Verify under **Process List** that the **Type**: Web and **Format**: PDF.
- 10. Click **OK**.
- 11. Record the process instance number.
- 12. Click on **Report Manager** and scroll to the right side of the page and click on **Refresh** until you see <u>View</u> appear next to your report. Click on <u>View</u>.
- 13. Maximize the **Report/Log Viewer** page.
- 14. On the **Report/Log Viewer** page click on the report with the **.PDF** extension.
- 15. Adobe Acrobat will open.
- 16. Click on the printer icon and make adjustments to your report so it prints properly. These adjustments may include selecting "Portrait" or "Landscape" orientation or selecting "Shrink oversized pages to paper size."
- 17. Once the report appears in the print preview display as you want to see it printed, click OK to send it to the printer.

Report ID: NRHR029a DEPARTMENT OF ENERGY

DEPARTMENT MANAGER REPORT Run Date: 11/17/2003 Run Time: 12:43:36

Page No. 1

PERSONAL DATA - - TO BE TREATED IN A CONFIDENTIAL MANNER (P.L. 93-579)

Department Manager Position Manager

End of Report

Generating A "Reports to" Report

The **Department Managers Report** is used generate a list of each employee within their sub-agency and the their supervisor from the position data and employment data record.

Define Business Rules > Manage Human Resources (USF) > DOE Report > "Reports to" Report

- 1. Select **Reports To Report**.
- Click on Add a New Value.
- 3. **Run Control ID** RPTTO.
- 4. Click **Add** You will only have to use **Add a New Value** the first time you generate this report. Every time after you can use "RPTTO."
- 5. Enter **Department(s)** or **Sub-Agency(s)** for which you wish to generate report. You can enter the ten-digit Department code or the two-digit sub-agency code if you know it or click on the magnifying glass and select them from the list available. To add more than one **Department**, press (+) to add a row for the next **Department**. Follow this procedure until you have selected each **Department** you wish to report on. If you do not select a specific **Department** for the sub agency entered, then all **Departments** for that sub agency will print.
- 6. Click on Save.
- 7. Click on Run.
- 8. When the Process Scheduler Request screen appears, select **Server Name**: PSNT.
- 9. Verify under **Process List** that the **Type**: Web and **Format**: PDF.
- 10. Click **OK**.
- 11. Record the process instance number.
- 12. Click on **Report Manager** and scroll to the right side of the page and click on **Refresh** until you see <u>View</u> appear next to your report. Click on **View**.
- 13. Maximize the **Report/Log Viewer** page.
- 14. On the **Report/Log Viewer** page click on the report with the **.PDF** extension.
- 15. Adobe Acrobat will open.
- 16. Click on the printer icon and make adjustments to your report so it prints properly. These adjustments may include selecting "Portrait" or "Landscape" orientation or selecting "Shrink oversized pages to paper size."
- 17. Once the report appears in the print preview display as you want to see it printed, click OK to send it to the printer.

Report ID: NRHR029b DEPARTMENT OF ENERGY Page No. 1

"REPORTS TO" REPORT Run Date: 11/17/2003

Run Time: 12:46:21

PERSONAL DATA - - TO BE TREATED IN A CONFIDENTIAL MANNER (P.L. 93-579)

Employee "Reports to"
Position Emplid Name Emplid Employee Position Position "Reports to" Department Position Emplid Name

End of Report

Generating A "Reports to" Difference Report

The "Reports to" Difference Report is used generates a list of differences that exist between the employees position data record and the employment data record.

Define Business Rules > Manage Human Resources (USF) > DOE Report > "Reports to" Difference Report

- 1. Select Reports To Difference Report.
- Click on Add a New Value.
- 3. Run Control ID RPTTODIFF
- 4. Click **Add** You will only have to use **Add a New Value** the first time you generate this report. Every time after you can use "RPTTODIFF."
- 5. Enter **Department(s)** or **Sub-Agency(s)** for which you wish to generate report. You can enter the ten-digit Department code or the two-digit sub-agency code if you know it or click on the magnifying glass and select them from the list available. To add more than one **Department**, press (+) to add a row for the next **Department**. Follow this procedure until you have selected each **Department** you wish to report on. If you do not select a specific **Department** for the sub agency entered, then all **Departments** for that sub agency will print.
- 6. Click on Save.
- 7. Click on Run.
- 8. When the Process Scheduler Request screen appears, select **Server Name**: PSNT.
- 9. Verify under **Process List** that the **Type**: Web and **Format**: PDF.
- 10. Click **OK**.
- 11. Record the process instance number.
- 12. Click on **Report Manager** and scroll to the right side of the page and click on **Refresh** until you see <u>View</u> appear next to your report. Click on <u>View</u>.
- 13. Maximize the **Report/Log Viewer** page.
- 14. On the **Report/Log Viewer** page click on the report with the **.PDF** extension.
- 15. Adobe Acrobat will open.
- 16. Click on the printer icon and make adjustments to your report so it prints properly. These adjustments may include selecting "Portrait" or "Landscape" orientation or selecting "Shrink oversized pages to paper size."

Once the report appears in the print preview display as you want to see it printed, click OK to send it to the printer.

Report ID: NRHR029c DEPARTMENT OF ENERGY Page No. 1

Run Date: 11/17/2003 "REPORTS TO" DIFFERENCES Run Time: 12:52:37

PERSONAL DATA - - TO BE TREATED IN A CONFIDENTIAL MANNER (P.L. 93-579)

Department Emplid Employee Position Employee "Reports to" Position "Reports to" Position Emplid Name Position Emplid Name

No Differences Found

End of Report

Generating A Job Code Table Report

The **Job Code Table** report is a list of all **Job Codes** within your *Sub-Agency*. To generate this report:

Develop Workforce > Manage Positions (USF) > DOE Report > Job Code Table Report

- 1. Select Job Code Table Report.
- 2. Click on Add a New Value.
- 3. Run Control ID JOBCODE.
- 4. Click **Add** You will only have to use **Add a New Value** the first time you generate this report. Every time after you can use "JOBCODE."
- 5. Enter the **Sub-Agency** or **Sub-Agencies** for which you wish to generate the report. You can enter the two-digit code if you know it or click on the magnifying glass and select from list. To add more than one **Sub-Agency**, press (+) to add a row for the next **Sub-Agency**.
- 6. Click on Save.
- Click on Run.
- 8. When the Process Scheduler Request screen appears, select **Server Name**: PSNT.
- 9. Verify under **Process List** that the **Type**: Web and **Format**: PDF.
- 10. Click **OK**.
- 11. Record the process instance number.
- 12. Click on **Report Manager** and scroll to the right side of the page and click on **Refresh** until you see <u>View</u> appear next to your report. Click on <u>View</u>.
- 13. Maximize the **Report/Log Viewer** page.
- 14. On the **Report/Log Viewer** page click on the report with the **.PDF** extension.
- 15. Adobe Acrobat will open.
- 16. Click on the printer icon and make adjustments to your report so it prints properly. These adjustments may include selecting "Portrait" or "Landscape" orientation or selecting "Shrink oversized pages to paper size."

Once the report appears in the print preview display as you want to see it printed, click OK to send it to the printer.

Report ID: NRHR017 DEPARTMENT OF ENERGY Page No. 1

Run Date: 11/17/2003 SUB-AGENCY: POI: Run Time: 13:02:41

ACTIVE JOB CODE TABLE

Job FLSA Fnc Pay Occ PATCOB Pay EmpExec Pay Code Pln Title Code Stat Cls Tbl Dscl Ser Gr Intrst Sen Bas

End of Report

Generating An Official Position Titles Report

The Official Position Titles report is a list of all Official Position Titles. To generate this report:

Develop Workforce > Manage Positions (USF) > DOE Report > Official Position Titles Report

- 1. Select Official Position Titles Report.
- 2. Click on Add a New Value.
- 3. **Run Control ID** PSNTTLRPT.
- 4. Click **Add** You will only have to use **Add a New Value** the first time you generate this report. Every time after you can use "PSNTTLRPT."
- 5. Click on Save.
- 6. Click on Run.
- 7. When the Process Scheduler Request screen appears, select **Server Name**: PSNT.
- 8. Verify under **Process List** that the **Type**: Web and **Format**: PDF.
- 9. Click OK.
- 10. Record the process instance number.
- 11. Click on **Report Manager** and scroll to the right side of the page and click on **Refresh** until you see <u>View</u> appear next to your report. Click on <u>View</u>.
- 12. Maximize the **Report/Log Viewer** page.
- 13. On the **Report/Log Viewer** page click on the report with the **.PDF** extension.
- 14. Adobe Acrobat will open.
- 15. Click on the printer icon and make adjustments to your report so it prints properly. These adjustments may include selecting "Portrait" or "Landscape" orientation or selecting "Shrink oversized pages to paper size."
- 16. Once the report appears in the print preview display as you want to see it printed, click OK to send it to the printer.

Report ID: NRHR021 Official Position Titles

Page No. 1 Report Date: 11/17/2003 Report Time: 1:13:54PM

	Official	Official	
Occupational	Title	Position	Effective
Series	Code	Title	Date
0018	0006	Director, Environment, Safety & Health Evaluations	1/1/1900
0018	0001	Director, Environment, Safety & Health Residents	1/1/1900
0018	0002	Director, Risk Analysis and Technology	1/1/1900
0018	0007	Lead Safety & Occupational Health Manager	1/1/1900
0018	0003	Nuclear Standards & Procedures Systems Expert	1/1/1900
0018	0004	Safety & Occupational Health Manager	1/1/1900
0018	0005	Safety & Occupational Health Specialist	1/1/1900
0018	0008	Supervisory Safety & Occupational Health Specialist	1/1/1900
0019	0001	Safety Technician	1/1/1900
0020	0001	Community Planner	1/1/1900
0020	0002	Community Planner (Native American Liaison)	1/1/1900
0023	0001	Outdoor Recr <mark>eation Planner</mark>	1/1/1900
0028	0014	Deputy Assistant Secretary for Environment	1/1/1900
0028	0001	Deputy Assistant Secretary, Environment	1/1/1900
0028	0002	Deputy Director, Environment, Safety & Health Evaluations	1/1/1900
0028	0012	Dir, Ofc of National Environmental Policy Act (NEPA) Pol & Complia	1/1/1900
0028	0009	Director, Environmental Guidance	1/1/1900
0028	0003	Director, Environmental Policy & Assistance	1/1/1900
0028	0008	Director, NEPA Oversight	1/1/1900
0028	0004	Director, NEPA Policy & Assistance	1/1/1900
0028	0011	Director, Office of Environmental Policy & Guidance	1/1/1900
0028	0005	Environmental Protection Specialist	1/1/1900
0028	0010	Lead Environmental Protection Specialist	1/1/1900
0028	0006	Principal Dep Asst Secretary, Environment, Safety & Health	1/1/1900
0028	0013	Special Assistance for Compliance	1/1/1900
0028	0007	Supervisory Environmental Protection Specialist	1/1/1900
0029	0003	Environmental Assistant	1/1/1900
0029	0002	Environmental Protection Assistant	1/1/1900
0029	0001	Environmental Technician	1/1/1900
080	0034	Cyber Security Specialist	1/1/1900
080	0024	Dep Assoc Dep Asst Sec Technical & Environmental Support	1/1/1900
0080	0044	Deputy Director, Office of Emergency Operations	1/1/1900
0800	0058	Deputy Director, Office of Headquarters Security Operations	1/1/1900
0080	0042	Deputy Director, Office of Safeguards & Security	1/1/1900
0080	0001	Deputy Director, Safeguards & Security	1/1/1900
0080	0002	Dir, Engineering, Operations, Security & Transition Support	1/1/1900
0080	0028	Director, Field Operations Division	1/1/1900
0080	0003	Director, Headquarters Operations Division	1/1/1900
0800	0051	Director, Information Classification & Control Policy	1/1/1900
0080	0056	Director, Office of Safeguards & Security Evaluations	1/1/1900
0080	0030	Director, Office of Safeguards and Security Evaluations	1/1/1900
0080	0036	Director, Office of Security Support	1/1/1900
0080	0050	Director, Office of Security Support Director, Office of Security Training & Education	1/1/1900
0080	0030	Director, Office of Threat Management (Transnational WMD Issues)	
0080	0004		1/1/1900
		Director, Policy, Standards & Analysis Division Director, Polygraph & Inspections Programs	1/1/1900
0800	0047	Director, Polygraph & Inspections Programs	1/1/1900

Generating An Organization Position Titles Report

The **Organization Position Titles** report is a list of all **Organization Position Titles**. To generate this report:

Develop Workforce > Manage Positions (USF) > DOE Report > Organization Position Titles Report

- 1. Select Organization Position Titles Report.
- 2. Click on Add a New Value.
- Run Control ID ORGPSNRPT.
- 4. Click **Add** You will only have to use **Add a New Value** the first time you generate this report. Every time after you can use "ORGPSNRPT."
- 5. Enter the **Sub-Agency** or **Sub-Agencies** for which you wish to generate the report. You can enter the two-digit code if you know it or click on the magnifying glass and select from list. To add more than one **Sub-Agency**, press (+) to add a row for the next **Sub-Agency**.
- 6. Enter **Department** or **Departments** for which you wish to generate report. You can enter the ten-digit code if you know it or click on the magnifying glass and select them from the list available. To add more than one **Department**, press (+) to add a row for the next **Department**. Follow this procedure until you have selected each **Department** you wish to report on. If you do not select a specific **Department** for the sub agency entered, then all **Departments** for that sub agency will print.
- 7. If you try to select a **Department** without entering a sub agency, the system will give you an error of "*No records found matching specified key(s)*." Therefore, you must enter or select a **Sub-Agency** or select a specific **Department**.
- 8. Click on Save.
- 9. Click on Run.
- 10. When the Process Scheduler Request screen appears, select Server Name: PSNT.
- 11. Verify under **Process List** that the **Type**: Web and **Format**: PDF.
- 12. Click **OK**.
- 13. Record the process instance number.
- 14. Click on **Report Manager** and scroll to the right side of the page and click on **Refresh** until you see <u>View</u> appear next to your report. Click on <u>View</u>.
- 15. Maximize the **Report/Log Viewer** page.
- 16. On the **Report/Log Viewer** page click on the report with the **.PDF** extension.
- 17. Adobe Acrobat will open.

18. Click on the printer icon and make adjustments to your report so it prints properly. These adjustments may include selecting "Portrait" or "Landscape" orientation or selecting "Shrink oversized pages to paper size."

Once the report appears in the print preview display as you want to see it printed, click OK to send it to the printer.

Report ID: NRHR020 Organization (Working) Position Titles Page No

Page No. 1 Report Date: 11/17/2003 Report Time: 1:13:25PM

Occupational Series	Organization L Position Title Code	Organization Position Title	Effective Date
0018	0001	Director, Environment, Safety & Health Evaluations	1/1/1900
0018	0006	Director, Environment, Safety & Health Residents	1/1/1900
0018	0002	Director, Risk Analysis & Technology	1/1/1900
0018	8000	Lead Safety & Occupational Health Manager	1/1/1900
0018	0003	Nuclear Standards & Procedures Systems Expert	1/1/1900
0018	0004	Safety & Occupational Health Manager	1/1/1900
0018	0005	Safety & Occupational Health Specialist	1/1/1900
0018	0007	Safety Specialist	1/1/1900
0018	0009	Supervisory Safety & Occupational Health Specialist	1/1/1900
0019	0001	Safety Technician	1/1/1900
0020	0001	Community Planner	1/1/1900
0023	0001	Outdoor Recreation Planner	1/1/1900
0028	0016	Deputy Assistant Secretary for Environment	1/1/1900
0028	0001	Deputy Assistant Secretary, Environment	1/1/1900
0028	0002	Deputy Director, Environment, Safety & Health Evaluations	1/1/1900
0028	0014	Dir, Ofc of National Environmental Policy Act (NEPA) Pol & Compli	1/1/1900
0028	0009	Director, Environmental Guidance	1/1/1900
0028	0003	Director, Environmental Policy & Assistance	1/1/1900
0028	0008	Director, NEPA Oversight	1/1/1900
0028	0004	Director, NEPA Policy & Assistance	1/1/1900
0028	0013	Director, Office of Environmental Policy & Guidance	1/1/1900
0028	0005	Environmental Protection Specialist	1/1/1900
0028	0011	Executive Assistant	1/1/1900
0028	0012	Lead Environmental Protection Specialist	1/1/1900
0028	0006	Principal Dep Asst Secretary, Environment, Safety & Health	1/1/1900
0028	0015	Special Assistant for Compliance	1/1/1900
0028	0007	Supervisory Environmental Protection Specialist	1/1/1900
0028	0010	WAG Manager	1/1/1900
0029	0003	Environmental Assistant	1/1/1900
0029	0002	Environmental Protection Assistant	1/1/1900
0029	0001	Environmental Technician	1/1/1900
0030	0830	Document Control Analyst (Leader)	1/1/1900
080	0024	Chief, Personnel Security Branch	1/1/1900
080	0025	Chief, Physical Security Branch	1/1/1900
0800	0039	Cyber Security Specialist	1/1/1900
0800	0029	Dep Assoc Dep Asst Sec Technical & Environmental Support	1/1/1900
080	0064	Deputy Director	1/1/1900
0800	0048	Deputy Director, Office of Emergency Operations	1/1/1900

Generating A Vacant Position Report

The **Vacant Position** report is a list of all **Vacant Positions** within your *Sub-Agency*. To generate this report:

Develop Workforce > Manage Positions (USF) > DOE Report > Vacant Position Report

- 1. Select Vacant Position Report.
- 2. Click on Add a New Value.
- 3. Run Control ID VACPSNRPT.
- Click Add You will only have to use Add a New Value the first time you generate this report. Every time after you can use "VACPSNRPT."
- 5. Enter the **Sub-Agency** or **Sub-Agencies** for which you wish to generate the report. You can enter the two-digit code if you know it or click on the magnifying glass and select from list. To add more than one **Sub-Agency**, press (+) to add a row for the next **Sub-Agency**.
- 6. Enter **Department** or **Departments** for which you wish to generate report. You can enter the ten-digit code if you know it or click on the magnifying glass and select them from the list available. To add more than one **Department**, press (+) to add a row for the next **Department**. Follow this procedure until you have selected each **Department** you wish to report on. If you do not select a specific **Department** for the sub agency entered, then all **Departments** for that sub agency will print.
- 7. If you try to select a **Department** without entering a sub agency, the system will give you an error of "*No records found matching specified key(s)*." Therefore, you must enter or select a **Sub-Agency** or select a specific **Department**.
- 8. Click on Save.
- 9. Click on Run.
- 10. When the Process Scheduler Request screen appears, select **Server Name**: PSNT.
- 11. Verify under **Process List** that the **Type**: Web and **Format**: PDF.
- 12. Click **OK**.
- 13. Record the process instance number.
- 14. Click on **Report Manager** and scroll to the right side of the page and click on **Refresh** until you see <u>View</u> appear next to your report. Click on <u>View</u>.
- 15. Maximize the **Report/Log Viewer** page.
- 16. On the **Report/Log Viewer** page click on the report with the **.PDF** extension.
- 17. Adobe Acrobat will open and you should print your report from there.

Report ID: NRHR012

DEPARTMENT OF ENERGY

CHIO FIELD OFFICE Run Date: 12/04/2003 SUB-AGENCY: OH Run Time: 14:52:58

Page No. 2

VACANT POSITIONS

LAST LAST POSITION

INCUMBENT INCUMBENT POSITION PAY OCC JOB POSITION FULL/ STATUS EMPLID NAME TITLE PLAN SERIESGRADE CODE NUMBER PART DATE

Generating A Pay Plan EN WGI/Trial Period Report

The **EN WGI/Trial Period** report is used to print a listing of employees who were converted to pay plan "EN" within a particular date range. In order to generate this report:

Define Business Rules > Manage Human Resources (USF) > DOE Report > EN WGI/Trial Period Report

- 1. Click on "Add a New Value."
- 2. **Run Control ID** ENWGI/Trial.
- 3. Click **Add** You will only have to use **Add a New Value** the first time you generate this report. Every time after you can use "ENWGI/Trial."
- 4. Enter the **Start Date** for which you wish to generate the report. *Note: Date Range should include the date of hire or the date that the employee was converted to Pay Plan EN.*
- 5. Enter the **End Date** for which you wish to generate the report.
- 6. Click on Save.
- 7. Click on **Run**.
- 8. When the Process Scheduler Request screen appears, select **Server Name**: PSNT.
- 9. Verify under **Process List** that the **Type**: Web and **Format**: PDF.
- 10. Click **OK**.
- 11. Record the process instance number.
- 12. Click on **Report Manager** and scroll to the right side of the page and click on **Refresh** until you see **View** appear next to your report. Click on **View**.
- 13. Maximize the **Report/Log Viewer** page.
- 14. On the **Report/Log Viewer** page click on the report with the **.PDF** extension.
- 15. Adobe Acrobat will open.
- 16. Click on the printer icon and make adjustments to your report so it prints properly. These adjustments may include selecting "Portrait" or "Landscape" orientation or selecting "Shrink oversized pages to paper size."
- 17. Once the report appears in the print preview display as you want to see it printed, click OK to send it to the printer.

Report ID: NRHR058 U.S. DEPARTMENT OF ENERGY Page No. 1

EN PAY PLAN WGI/TRIAL PERIOD REPORT Run Date: 11/17/2003 From 01-JAN-2002 Thru 10-NOV-2003 Run Time: 12:58:23

SUB-AGENCY:XE National Nuclear Security Administration

DATE	NOA - R E A S O N	PAY EMPLID NAME PLN Comprate Adj Total
-		
06/02/2002	570 Conv to Exc Appt	
06/02/2002	570 Conv to Exc Appt	
06/02/2002	570 Conv to Exc Appt	
06/02/2002	570 Conv to Exc Appt	
06/02/2002	570 Conv to Exc Appt	

TOTAL Employees FOR SUB-AGENCY

End of Report

12.1 Awards

Requesting/Processing Mass Awards Actions In CHRIS

Mass award actions for cash, time off, suggestion, SES, and travel incentive award actions can be processed in CHRIS by submitting a specially formatted Excel spreadsheet with the award amounts. This process should not be used for mass processing of performance awards in conjunction with Performance Rating (see Section 11.6). Follow the steps below to request/submit mass awards for processing in CHRIS. Lead time is needed to process these awards; therefore, the CHRIS Functional Team needs to receive the spreadsheets 2-3 days before the Friday before the effective date of the award. Otherwise, the action may be delayed a pay period.

Step 1: Logon on to CHRIS using your site's query ID and password.

Step 2: Path: Home > PeopleTools > Query Manager > Use > Query Manager

Type N_MASS in the 'Search For' field and click on the Search button to generate a list of mass action queries. In the resulting query list, click on the 'Run' hyperlink for N_MASS_ AWARD_CANDIDATES to generate a list of your employees.

Step 3: Click on the hyperlink for 'Download results in: an Excel Spreadsheet' to run the report to EXCEL. On the File Download page, select "Open this file from its current location" and click on OK. If you see an 'Open With' window, choose MicroSoft Excel as the program you want to use. The following data fields will be included in the EXCEL report: POI, SA, Emplid, NID, Name Acct Code, Deptid, Pay Plan, Grade, Step, Base Pay, Wrk Sched, Hire Date, Last Promo Date, Perf Rating, Review Date, Awd Amt, Awd Hrs, and Manager Level.

Step 4: Save the report using a file name that you choose. <u>Note</u>: If any of the award parameters listed in step 5 below are different you will need to save this EXCEL report under additional file names to accommodate the different mass award runs. A separate EXCEL file will need to be provided to the CHRISFunctional@netl.doe.gov for each mass awards run.

Step 5: The spreadsheet may be used for award calculations. However, please heed the following warnings:

Whether you are processing cash, suggestions, SES, travel incentives, or time off awards for a group of 15 employees or 150 employees, you can generate the specially-formatted spreadsheet from CHRIS and enter the award amounts. You must use separate spreadsheets if the NOA Code/Action Reason or Effective Date are different for the group of employees. If a spreadsheet lists both cash and time-off awards, and all time-off awards have the same NOA Code/Action Reason and effective date and all of cash awards have the same NOA Code/Action Reason and effective date, the awards can be processed on the same spreadsheet. Example: The Action Reason is TOP, the NOA Code is 846, and the effective date is 02-11-02 for all time-off awards; and the Action Reason is PCA, the NOA Code is 840, and the effective date is 02-11-02 for all cash awards.

When you are finished, submit the spreadsheet along with the other required information (such as: effective date, NOA Code, action reason, etc.) to the CHRIS Functional Hotline at CHRISFunctional@netl.doe.gov for automatic processing in CHRIS. You will be notified when the actions have been processed so that you can run the mass print program to generate the SF-50 personnel actions.

WARNINGS:

- COLUMNS "A" THROUGH "R" MUST NOT BE ALTERED.
- IF AWARD CALCULATIONS ARE PERFORMED IN THIS EXCEL FILE, COLUMNS "S" THROUGH "IV" MUST BE USED FOR THESE CALCULATIONS.
- THE ACTUAL AWARD <u>AMOUNT</u> (NOT FORMULA) MUST BE ENTERED OR PASTED IN COLUMN "Q" FOR AWARD NOA CODES 840, 841, 842, 843, 845, 878, AND 879.
- THE ACTUAL AWARD <u>HOURS</u> (NOT FORMULA) MUST BE ENTERED OR PASTED IN COLUMN "R" FOR NOA CODES 846 AND 847.
- ANY NEW COLUMNS ADDED FOR CALCULATIONS MUST BE REMOVED FROM THE SPREADSHEET BEFORE IT IS FORWARDED TO THE CHRIS FUNCTIONAL STAFF FOR MASS AWARDS PROCESSING.

Step 6: For NOA Codes 840, 841, 842, 843, 845, 878, or 879 enter the Awd Amt in column "Q"; for NOA Codes 846 and 847 enter the Awd Hrs in column "R".

Step 7: Remove any columns used for award calculations and save the spreadsheet.

Step 8: Send the EXCEL file(s) by e-mail to CHRISFunctional@netl.doe.gov and include in the e-mail the following parameters for each run:

Award Parameters:

Effective Date
Action Date
Action Reason
NOA Code

Legal Authority (For NOA Code 878 actions only)

This information should be provided to the CHRIS staff as soon as the spreadsheet is completed and the effective date is established. These mass actions should be processed during the pay period in which they are effective. At this time, a separate spreadsheet will be needed if the NOA Code/Action Reason and/or Effective Date are different for the group of employees.

Step 9: Once the mass awards run(s) are completed, the CHRIS staff will provide reports of the mass awards completed as well as any awards that will need to be processed manually.

Step 10: Using the mass printing capability generate the necessary copies of the SF-50's.

12.3 Mass Printing

The following menu paths will be used to access and complete the mass print pages:

For SF-50

Administer Workforce/Administer Workforce/DOE Report/Notice of Personnel Action*

For SF-52

Administer Workforce/Administer Workforce/DOE Report/Request for Personnel Action*

* Each user will need to add a separate Run Control for the SF-50 and SF-52. We recommend that you name the SF-50 Run Control as "SF50" and the SF-52 Run Control as "SF52." Click on the Add a New Value hyperlink the first time you use each of these mass reports. Once you have added a Run Control for both SF-50 and SF-52, you will be able to reuse the Run Controls each time you mass print SF-50/SF-52.

Examples of When to Mass Print Actions

If a court order or EEO settlement case requires the processing of several personnel actions (e.g., new actions or corrections) for an employee, rather than printing the SF-50 immediately after you key each action, run the mass print program to generate all the SF-50s by EmpID and by the range of effective dates. Mass printing all of the actions when you have finished performing the data entry is faster and will save time.

If you are entering several different types of actions in CHRIS at one time, such as retirements or resignations effective 12/29/00 and 12/30/00, run the mass SF-50 print program immediately after you have finished entering these actions rather than printing them one at a time. You can define your mass print request to select a specific NOA code and a specific effective date or date range.

Detailed Instructions for Setting Up a Mass Print Run Control

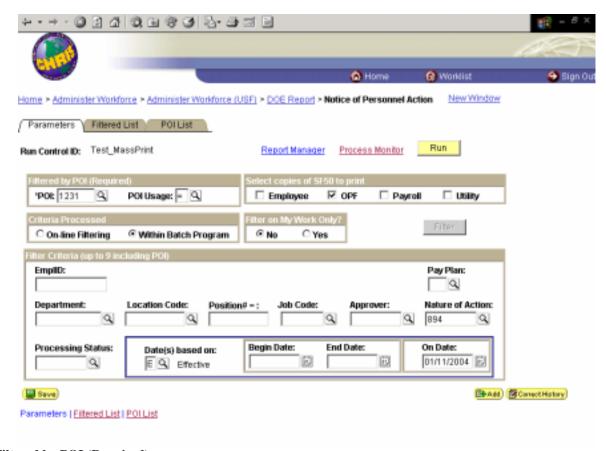
1. Navigate to Home > Administer Workforce > Administer Workforce (USF) > DOE Report > Notice of Personnel Action. Select Add a New Value.



2. Enter a Run Control ID (such as "SF50" or "MASSPRINT"):



3. Complete the Parameters page above.



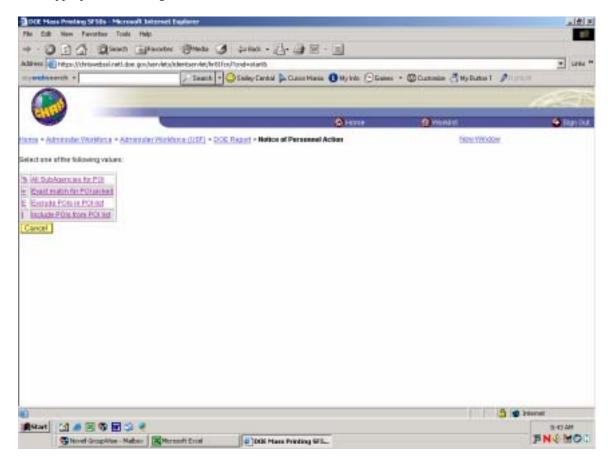
Filtered by POI (Required)

POI

Enter the POI for which you want to print actions.

POI Usage Field

Select the appropriate POI Usage:



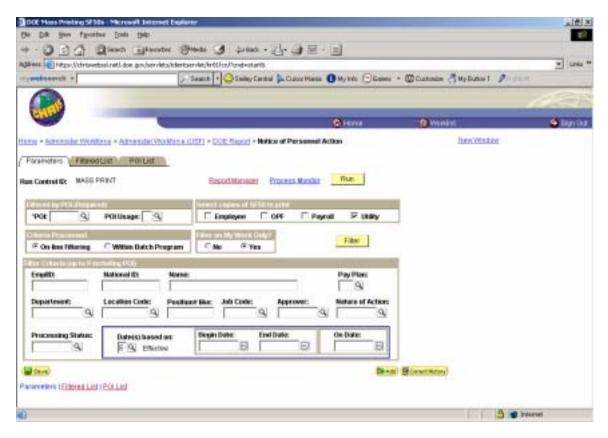
If POI Usage field is left blank, actions will print for all sub-agencies for the POI selected. (Ex: If you enter POI 4162, actions for both 4162 and 4162A will print.)

- %- is the same as leaving the POI Usage field blank, in other words, all sub-agencies will print.
- = will print only the actions for the sub-agency selected in the POI field. (Ex: If you enter POI 4162 and select = for the POI Usage field, 4162 actions will print, but not 4162A.)
- E not available to users.
- I not available to users.

Select Copies of SF-50's to Print

You can select all four copies (Employee, OPF, Payroll, Utility) to print together as a set for each action or you can select a specific copy to print for each action (e.g., Employee copy only). If your printer has duplex printing capabilities, it is recommended that you print the Employee copy of the SF-50 using the instructions for duplex printing. Then depending on user preference, the OPF Payroll and Utility copies can be printed together or separately using the instructions for single-side printing. Additionally, if you are printing your annual general schedule increases, for example, it is recommend that you go through the mass print process four times, first printing

the Employee copies, then the OPF copies, etc. This will eliminate the need to manually sort each set for distribution.



Criteria Processed

On-Line Filtering

This option gives you the opportunity to preview which 50's or 52's that will print and to select all or part of the list provided. In order to define criteria, select an "On Date" or a "Begin Date" and "End Date" and click on the "Filter" button. Proceed to Step #4 for information on completing the Filtered List Page.

Within Batch Program

This option will print every record that meets the criteria you have established on the above page. In selecting this option, you will not have the opportunity to further define filter criteria on the Filtered List page. This option will generally be used to print large quantities of actions having the same NOA code (e.g., annual pay increases, mass awards, etc.).

Filter On My Work Only

Choose "Yes" if you only want to print records where you are the last one to update the record. Note that if you have created the REQ record, but the action has since been changed to PRO by another user, that action will not be included. Only the records where you were the last person to update the record will be printed, if you choose "Yes."

Filter Criteria (Up to 9 Including POI)

<u>Note</u>: If you chose **On-Line Filtering** above, National ID and Name fields will be available. If you chose **Within Batch Program** above, National ID and Name fields will not be available.

Carefully select filter criteria from the list below for the actions you want to print. Enter data only in required fields and those fields that define your print request. Leave all other fields blank.

- **Emplid**: Enter the employee's Emplid if you want to identify actions to print for a specific employee.
- **National ID/Name**: Enter the employee's Social Security number or Name if you want to identify actions to print for a specific employee.
- **Pay Plan**: Enter appropriate Pay Plan or select Pay Plan from the drop down box if you want to print actions for a specific Pay Plan.
- **Department**: Enter a specific Department ID or a partial Department ID. Use the partial Department ID only if you want to print SF-50's for a broad range of departments within your sub-agency. Be very careful when using this wildcard option as you may print more SF-50's than you need.
- **Location Code**: Enter a specific Location Code or a partial Location Code. Use the partial Location only if you want to print SF-50's for a broad range of locations. Be very careful when using this wildcard option as you may print more SF-50's than you need.
- Position #: For Online Filtering: When this option is selected, you can use this feature if you want to print actions for specific Position Numbers. When the position number or numbers are unknown, you may enter a partial string of numbers. This will provide a results list that includes all employee records with positions that start with the string. You can then select from this results list which ones to print.

For Within Batch Program: When this option is selected, records are printed only if they exactly match the string entered.

- **Job Code**: Enter the appropriate Job Code or select the Job Code from the drop down box if you want to print actions for a specific Job Code.
- **Approver**: Enter the appropriate Approving Official's ID or select the Approving Official's ID from the drop down box if you want to print actions that were approved by a specific Approving Official.
- **Nature of Action Code**: Enter the NOA Code or select the appropriate NOA code from the drop down box if you want to print actions for a specific NOA Code.
- **Processing Status**: Usually this criteria will be left blank. However, you can specify that you want to print only actions with a specific WIP Status ("PRO," "COR," or "CAN").
- **Dates Based On**: You can select actions based on 'E' for Effective Date; 'P' for Processed Date; or 'A' for Approval Date. The default is 'E' for Effective Date.
 - **Effective Date**: This date option is for printing all actions effective on the date specified. Click on the "Filter" button to navigate to the Filtered List page.

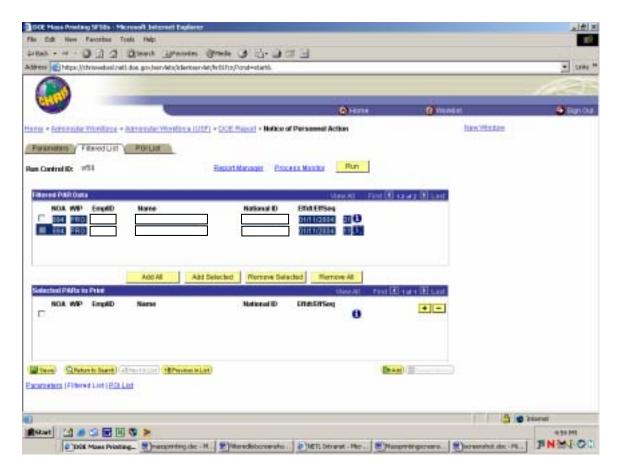
- **Processed Date**: This date refers to the date the action was created or last updated. Records will be printed if either the original creation date or the last update date meet the specified date criteria.
- Approved Date: This date option is for printing all actions that were approved on the date specified.
- Begin Date: This is a required field if using a date range.
- **End Date**: **This is a required field if using a date range**. If you are using a date range, the criteria will select every action (meeting the other criteria you have selected) with an "Effective Date," "Processed Date," or "Approved Date" (per your selection) on the Begin Date, on the End Date, or between these two dates.
- On Date: This is a required field if you do not choose a date range. The "On Date" reflects the date of the actions that you want to print based on the date option selected above (i.e., Effective Date, Processed Date, or Approved Date).

You must use either a date range ("Begin Date" and "End Date") or an "On Date"--you may not use both.

Filter Button:

This button only applies if you chose **On-Line Filtering** as Criteria Processed. If you chose **Within Batch Program** as Criteria Processed, this button will be grayed out and you should proceed to the last step.

If you chose On-Line Filtering, click on the "Filter button" to navigate to the Filtered List page.



4. Filtered List Page

Filtered PAR Data

The records meeting the criteria on the Parameters page are displayed in the upper half (Filtered PAR Data) of the Filtered List page. If you are using the On-Line print option in conjunction with the Filter button, the only actions that will be included in your print job will be those that ultimately get added to the lower section (Selected PAR's to Print) of the above page.

The first two buttons 'Add All' and 'Add Selected' on this page apply to copying records from the filtered PAR Data to the Selected PAR's to Print section of the page.

Add All – Takes every record displayed in the Filter PAR Data and adds it to the Selected PAR's to Print.

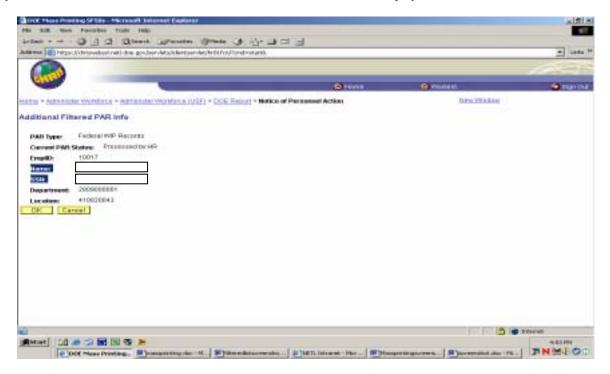
Add Selected – Adds any records from the Filtered PAR Data that are checked in the Selected PARs to Print list.

The last two buttons "Remove Selected" and "Remove All" on this page apply to removing selected records from the Selected PAR's to Print section of the page.

Remove Selected – Will remove all records that are checked from the Selected PARs to Print list.

Remove All – Will clear all records from the Selected PARs to Print.

If you click on the information or "i" button, additional information will display for the action.



Selected PARs to Print

After you have used the "Add All," "Add Selected," "Remove Selected," "Remove All" to finalize your list of actions you want to print, those actions will be listed in this section.

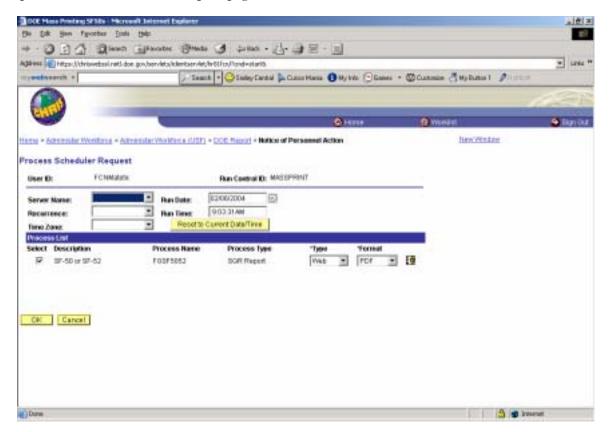
5. Last Step

Once you have completed data on the Parameters page (and the Filtered List page, if appropriate) and you are satisfied that you have identified the SF-50's that you want to print, complete the following steps to run your print job:

Click on "Save."

Click on the RUN button (top right corner).

Complete the Process Scheduler Request page as follows:

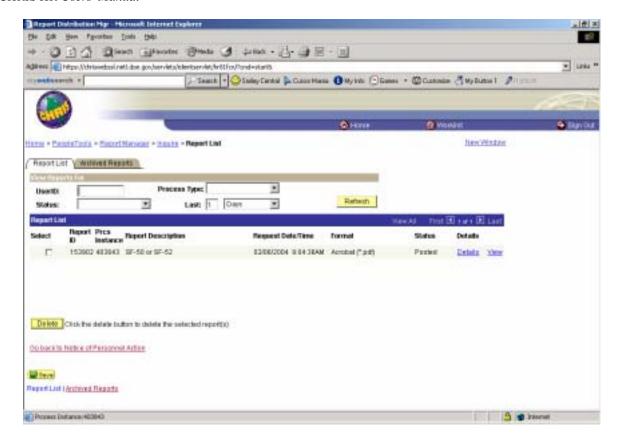


- Server Name: PSNT.

Type: Web.Format: PDF.

Click "OK" to submit the print job.

Click on "Report Manager" to navigate to the Report List page.



Click on "Refresh" every 3 to 5 seconds until Status displays as "Posted."

Click on View to open the Report/Log Viewer page.

Click on the PDF file to open report in Adobe Acrobat.

Click on the printer icon to print report.

Follow instructions for duplex or single-side printing.

<u>Duplex Printing</u> (to print the Notice to Employee on the reverse side of Employee copy of the SF-50):

Select Properties from the Adobe Acrobat print page.

Click on More Options in the lower left corner of the Paper tab. Clicking on Properties may display a Page Setup tab on some machines.

Click on Flip on Long Edge or Long Side.

Click OK to exit More Options page or Page Setup tab.

Click Apply to save change (this step is not required if exiting Page Setup).

Click OK to exit Properties page (this step is not required if exiting Page Setup).

Click OK and the form will be sent to the printer.

The Employee copy of the SF-50 should print on the front side of the page, and the Notice to Employee should print on the reverse side of the page.

Single-Side Printing for Duplex Printers (use to print the OPF, Payroll, and Utility copies of the SF-50):

Click on the printer icon.

Select Properties from the Adobe Acrobat print page.

Click on More Options in the lower left corner of the Paper tab. Clicking on Properties may display a Page Setup tab on some machines.

Click on None.

Click OK to exit More Options page or Page Setup tab.

Click Apply to save change (this step is not required if exiting Page Setup).

Click OK to exit Properties page (this step is not required if exiting Page Setup).

Click OK.

<u>Single-Side Printing</u> (use to print any copies of the SF-50 if printer does not perform duplex):

Click on the printer icon of the Adobe Acrobat tool bar and a Print display will appear. Uncheck all boxes under the Copies and Adjustments area so that the forms print properly. Click OK and the form will be sent to the printer.

Reminder: If you are printing/distributing the Employee Copy of the SF-50 (Copy 1), the employee must be provided the Notice to Employee information that customarily prints on the reverse side of the SF-50.

INSTRUCTIONS FOR COMPLETING MASS PRINT PAGES FOR SF-52'S:

On the rare occasion that you need to mass print SF-52's, use the same procedures outlined above for SF-50's. However, you will note that the "Copies Requested" section on the Parameters page will be grayed out since multiple copies of the SF-52 are unnecessary.

12.5 Mass Ratings With Awards

REQUESTING/PROCESSING MASS PERFORMANCE RATING UPDATES WITH AWARDS

Performance ratings with award actions can be processed in mass by submitting a specially formatted Excel spreadsheet with required information to the CHRIS Functional Hotline. HR Offices must follow the steps below to request/submit mass processing. Lead time is needed to process these awards; therefore, the CHRIS Functional Team needs to receive the spreadsheets 2-3 days before the Friday before the effective date of the award. Otherwise, the action may be delayed a pay period.

Requesting Mass Performance Ratings With Awards

- **Step 1:** Logon on to CHRIS using your site's query ID and password.
- **Step 2:** Path: **PeopleTools > Query Manager > Use > Query Manager**. Type N_Mass in the "Search For" field and click on the Search button to generate a list of mass action queries. In the resulting query list, click on the "**Run**" hyperlink for N_MASS_PERFAWARDS_CANDIDATES to generate a list of your employees.
- **Step 3:** Click on the hyperlink for 'Download results in: <u>an Excel Spreadsheet</u>' to run the report to EXCEL. On the File Download page, select "Open this file from its current location" and click on OK. If you see an 'Open With' window, choose MicroSoft Excel as the program you want to use.
- **Step 4:** You will receive a prompt box to enter:
 - ReviewDate
 - ReviewFrom
 - ReviewTo

If you enter these dates the corresponding columns will populate on the spreadsheet. You may choose to leave one or more of these date columns blank. If these dates are not entered in the prompt box, the spreadsheet will generate without information in these columns.

The following data fields will be included in the EXCEL report: POI, SA, Emplid, NID, Name, Acct Code, Deptid, Pay Plan, Grade, Step, Base Pay, Wrk Sched, Hire Date, Last Promo Date, Old Rvw Date, Awd Amt, Awd Hrs, New Rvw Dt, Review From, Review To, Rating Pattern, Perf Rating, and Mgr Level.

- **Step 5:** The spreadsheet will contain the most recent performance information from CHRIS in the Rating Pattern and Perf Rating columns. The new rating information must be reflected in these columns when your spreadsheet is sent to the CHRIS staff for processing. If your office uses Pattern "A" (pass/fail), and your pattern has not changed during the period, very few changes will need to be made to these columns. If your office uses other than a Pattern of "A" (pass/fail), you should clear the Perf column (except the column header) immediately to ensure that the old level is not confused as the new level.
- Step 6: Complete/revise the following columns before sending your spreadsheet(s) to the CHRIS staff for processing. If you need to make changes to the performance date columns referenced below, these columns must be reformatted in "Text" format before changes are made. Highlight the columns. From the EXCEL menu select Format/Cells/Number Tab/Text.

12.6 Mass Cleanup "Reports To"

PROCEDURES FOR REQUESTING MASS CORREC-TIONS/UPDATES TO "REPORTS TO POSITION" AND "SUPERVISOR ID"

Mass processing capability is available to correct/update "Reports to Position" and "Supervisor ID" information. Two different processes will be used to make these changes. Existing Position Data records and personnel transactions may be updated or new rows of data may be inserted, depending on the effective date of the requested changes and the effective date of the employee's most recent position and personnel transactions. These processes will update records for active positions and active employees only.

"Reports to" Cleanup

This process will be used to update "Reports to" information on both the Position Data and personnel transactions for an entire subagency, or for a portion of a subagency. It provides a feature to identify "included" or "excluded" Department ID's within a given subagency. These updates will be based solely on the Department Manager's position identified in the Department Table.

"Reports to" Changes

This process will be used to update/change "Reports to" information on both Position Data and Job records when (1) there are multiple supervisors within a Department ID, (2) there is a different supervisor other than the one identified in the Department Table, or (3) there are only selected employees or positions within a Department ID to be changed/updated.

To request mass processing to "Reports to" information:

1. Print the following reports from CHRIS using the following path:

Define Business Rules > Manage Human Resources > DOE Reports

(You may also request these reports in EXCEL format by calling the CHRIS Functional Hotline (304) 285-1310)) or sending an e-mail to CHRISFunctional@netl.doe.gov.)

- Department Managers Report
- "Reports to" Report
- "Reports to" Differences

Develop Workforce > Manage Positions > DOE Reports

- Vacant Positions Report
- 2. Carefully review the Department Managers Report. Using a black pen, annotate the report with the name, position number, and the effective date the supervisor entered the supervisory position for any required revisions. Fax the changes to the CHRIS Functional Hotline at (304) 285-0902. Once these corrections are made to the "Manager's Position" in the Department Table by the CHRIS staff, the "Reports to Position" number will

M71	Reason for placement in nonpay status:			
M72	Reason for furlough: ********.			
M73	To be furloughed on **-**- for total of **** hours.			
M74	Changes data element(s) in block(s) ********.			
M76	Requested, in lieu of annual leave, after declining offer of ********.			
M80	Variation under CS Rule 5 approved by OPM on **_***.			
M81	Code S in Block 32 indicates a part-time employee who is job sharing.			
M82	Code T in Block 32 indicates a seasonal employee, with a part-time work schedule, who is job sharing.			
M83	The 3-year limit on eligibility for reinstatement is extended by the period you serve on excepted, SES, term, or temporary appointment.			
M85	You are scheduled to work a minimum of **** hours per week; additional hours may be scheduled when needed to complete assignments.			
M90	Employee retained, on accrued annual leave NTE **-**, past RIF separation date of **-**-* to establish eligibility for ********.			
M91	Employee retained on sick leave past RIF separation date of **-**-**.			
M92	Employee retained past RIF effective date of **-**-** to ********.			
M93	Employee retained under authority of liquidation provisions prior to completion of liquidation on RIF separation date of **_**_**.			
M94	Employee elected deemed FERS coverage under 5 CFR 846.204(b)(2)(i) on (insert date employee made the election).			
M95	Employee given deemed FERS election notice on (insert date of notice), and did not respond. Employee is deemed to have elected FERS coverage under 5 CFR 846.204(b)(2)(i).			
M96	Employee declined FERS coverage under 5 CFR 846.204(b)(2)(ii) on (insert date employee made the election).			
M97	"SES member subject to post-employment restrictions under 18 U.S.C. 207(c)."			

Pay in Addition to, or Outside of Salary (Nxx)

- N10 To (or expected to) be paid under 5 U.S.C. Chapter 81.
- N11 Employee is entitled to 45 calendar days of continuation of regular pay under 5 U.S.C., Chapter 81, Section 8118.
- N12 Expected to be paid under 5 U.S.C. Chapter 81 following 45 calendar days COP period.
- 1/2004 14.5-8

- YA1 Reason for furlough: Lack of appropriations for personnel.
- YA5 Cancellation action and restoration of the lost pay in accordance with the Secretary of Energy's memorandum entitled "Restoring pay lost during furlough."
- YJ1 Entitled to ******* percent COLA in addition to base salary.
- YJ2 COLA subject to annual OPM review.

For Internal Use in DOE (Zxx)

Z01	******
Z02	******
Z03	******
Z05	Corrects the following Non SF-50 data element(s): ********.
Z72	This action is taken in accordance with pay provisions of the SES pay-for-performance system established under Section 1125 of the Fiscal Year 2004 National Defense Authorization Act (Public Law 108-136, 11/24/03) that eliminates SES locality pay and replaces the six-level SES pay system with a single pay band system.
Z73	Pay adjustment approved retroactively to (insert date). This action corrects Total Salary, Basic Pay and Adj Basic Pay, and Other Pay.
Z74	Pay adjustment approved retroactively to (insert date). This action corrects Total Salary, Basic Pay, Adj Basic Pay, and Other Pay in Blocks 12, 12A, 12C, 12D, and/or Blocks 20, 20A, 20C, 20D.
Z75	Pay adjustment approved retroactively to (insert date). This action corrects Total Salary, Basic Pay, Locality Adj, Adj Basic Pay, and Other Pay.
Z76	Pay adjustment approved retroactively to (insert date). This action corrects Total Salary, Basic Pay, Locality Adj, and Adj Basic Pay.
Z77	Pay adjustment approved retroactively to (insert date). This action corrects Total Salary, Basic Pay, and Adj Basic Pay.
Z78	Pay adjustment approved retroactively to (insert date). This action corrects Total Salary, Basic Pay, and Adj Basic Pay in Blocks 12, 12A, 12C, and/or Blocks 20, 20A, 20C.
Z 79	Pay adjustment approved retroactively to (insert date). This action corrects Total Salary, Basic Pay, Locality Adj, and Adj Basic Pay in Blocks 12, 12A, 12B, 12C, and/or Blocks 20, 20A, 20B, 20C.
Z80	Pay adjustment approved retroactively to (insert date). This action corrects Total Salary, Basic Pay, Locality Adj, Adj Basic Pay, and Other Pay in Blocks 12, 12A, 12B, 12C, 12D, and/or Blocks 20, 20A, 20B, 20C, 20D.
Z81	Pay adjustment approved retroactively to (insert date).

1/2004 14.5-19

14.29 Earnings Codes

Administratively Uncontrollable Overtime %	Earnings Code
10%	A10
15%	A15
25%	A25
Availability Pay	Earnings Code
Availability Pay	AVL
Standby Premium	Earnings Code
Standby Premium	B15
Cost-of-Living A&D-NonForeign	Earnings Code
22%	C22
25%	C25
Γ=	
Foreign Post Differential	Earnings Code
5%	F05
10%	F10
15%	F15
20%	F20
25%	F25
Home Leave Authorized	Earnings Code
5	H05
10	H10
15	H15
Post Allowance	Earnings Code
1 Family Member	P01
2 Family Members	P02
3 Family Members	P03
4 Family Members	P04
5 Family Members	P05
6 Family Members	P06
7 Family Members	P07
•	
8 Family Members	P08
8 Family Members 9 Family Members	P08 P09
8 Family Members 9 Family Members 10 Family Members	P08
8 Family Members 9 Family Members 10 Family Members 11 Family Members	P08 P09 P10 P11
8 Family Members 9 Family Members 10 Family Members 11 Family Members 12 Family Members	P08 P09 P10
8 Family Members 9 Family Members 10 Family Members 11 Family Members 12 Family Members 13 Family Members	P08 P09 P10 P11
8 Family Members 9 Family Members 10 Family Members 11 Family Members 12 Family Members	P08 P09 P10 P11 P12

1/2004 14.29-1

Physician's Comparability Allowance	Earnings Code
Various Rates	PC0

Retention Allowance %	Earnings Code
1%	R01
1.5%	ROA
2%	R02
2.5%	ROB
3%	R03
3.5%	ROC
4%	R04
4.5%	ROD
5%	R05
5.5%	R0E
6%	R06
6.5%	R0F
7%	R07
7.5%	R0G
8%	R08
8.5%	R0H
9%	R09
9.5%	R0I
10%	R10
10.5%	R1J
11%	R11
11.5%	R1K
12%	R12
12.5%	R1L
13%	R13
13.5%	R1M
14%	R14
14.5%	RIN
15%	R15
15.5%	RIO
16%	R16
16.5%	R1P
17%	R17
17.5%	RIQ
18%	R18

1/2004 14.29-2

Retention Allowance %	Earnings Code
18.5%	R1R
19%	R19
19.5%	R1S
20%	R20
20.5%	R2T
21%	R21
21.5%	R2U
22%	R22
22.5%	R2V
23%	R23
23.5%	R2W
24%	R24
24.5%	R2X
25%	R25
Pay Period Amount *	R00

^{*} NOTE: If using a percentage will result in the employee exceeding the salary cap, continue to use the pay period dollar amount until further notice.

Supervisory Differential	Earnings Code
Various rates	S00

1/2004 14.29-3

14.30 Competitive Areas

SUB-AGENCY AB HR ME&AB/Washington, DC and Germantown, MD AL AL AA AL/Amarillo and Pantex, TX AL AL AB AL/Germantown, MD AL AL AC AL/Eddy County, NM AL AL AL AL/Eddy County, NM AL AL AC AL/Eddy County, NM AL AL AL AL AL/Eddy County, NM AL AL AL AL AL/Eddy County, NM AL/Corn AL/County, NM AL AL AL AL/Eddy County, NM AL/Corn AL/County, NM AL/Corn AL/County, NM AL/Corn AL/Corn AL/County, NM AL AL AL AL/Albunquery, NM AL/Corn AL/County, NM AL/Corn AL/County, NM AL AL AL AL/Albunquery, NM AL/Corn AL/County, NM AL/County, NM AL AL AL AL/Albunquery, NM AL/County, NM		COMPETITIVE	COMPETITIVE
AL AA AL/Amarillo and Pantex, TX AL AB AL/Germantown, MD AL AC AL/Eddy County, NM AL AL AL/Albuquerque, NM AL AL AL/Albuquerque, NM AL AL AL/Albuquerque, NM AL AN AL/Los Alamos, NM AL AN AL/Los Alamos, NM AL AQ AL/Ft Smith, AR AL AQ AL/Ft Smith, AR AR AR AA/Albany, OR CB EM CB/EM - Carlsbad, NM CH 1C CH/Argonne and Batavia, IL CH 2C CH/Idaho Falls, ID CH 4C CH/Upton, NY CH 4C CH/Upton, NY			
AL AB AL/Germantown, MD AL AC AL/Eddy County, NM AL AK AL/Kansas City, MO AL AL AL AL/Albuquerque, NM AL AL AL/Jos Alamos, NM AL AN AL/Jos Alamos, NM AL AO AL/Jos Alamos, NM AL AP AL/Jos Alamos, NM AL AQ AL/Ft Smith, AR AR AA AR/Albany, OR CB EM CB/EM - Carlsbad, NM CH 1C CH/Argonne and Batavia, IL CH 1C CH/Argonne and Batavia, IL CH 2C CH/Idaho Falls, ID CH 3C CH/Jetinsboro, NJ CH 4C CH/Upton, NY CH 4C CH/Upton, NY CH 4C CH/Upton, NY CH 5C CH/Germantown, MD CH 5C CH/Germantown, MD CH 7C Oakland, CA CI CO CI/Washi			<u> </u>
AL AC AL/Eddy County, NM AL AK AL/Kansas City, MO AL AL AL/Albuquerque, NM AL AN AL/Los Alamos, NM AL AO AL/Oak Ridge, TN AL AP AL/Livermore, CA AL AQ AL/Ft Smith, AR AR MA AR/Albany, OR CB EM CB/EM - Carlsbad, NM CH 1C CH/Argonne and Batavia, IL CH 1C CH/Argonne and Batavia, IL CH 1C CH/Idaho Falls, ID CH 2C CH/Idaho Falls, ID CH 2C CH/Idaho Falls, ID CH 3C CH/Upton, NY CH 4C CH/Upton, NY CH 4C CH/Upton, NY CH 5C CH/Germantown, MD CH 5C CH/Weavyork, NY CH 7C Oakland, CA CI CO CI/Washington, DC CR CR CR/Washington			,
AL AK AL/Kansas City, MO AL AL AL/Albuquerque, NM AL AN AL/Los Alamos, NM AL AO AL/Oak Ridge, TN AL AP AL/Livermore, CA AL AQ AL/Ft Smith, AR AR MA AR/Albany, OR CB EM CB/EM - Carlsbad, NM CH 1C CH/Argonne and Batavia, IL CH 2C CH/Idaho Falls, ID CH 2C CH/Idaho Falls, ID CH 3C CH/Plainsboro, NJ CH 3C CH/Plainsboro, NJ CH 4C CH/Upton, NY CH 4C CH/Upton, NY CH 5C CH/Germantown, MD CH 5C CH/Germantown, MY CH 7C Oakland, CA CI CO CI/Washington, DC CR CR CR/Washington, DC CR CR CR/Washington, DC and Germantown, MD ED EC <t< td=""><td></td><td></td><td></td></t<>			
AL AL AL/Albuquerque, NM AL AN AL/Los Alamos, NM AL AO AL/Oak Ridge, TN AL AP AL/Livermore, CA AL AQ AL/Ft Smith, AR AR MA AR/Albany, OR CB EM CB/EM - Carlsbad, NM CH 1C CH/Argonne and Batavia, IL CH 2C CH/Idaho Falls, ID CH 3C CH/Plainsboro, NJ CH 3C CH/Plainsboro, NJ CH 4C CH/Upton, NY CH 5C CH/Germantown, MD CH 5C CH/Germantown, MD CH 6C CH/New York, NY CH 7C Oakland, CA CI CO CI/Washington, DC CR CR CR/Washington, DC CR CR CR/Washington, DC and Germantown, MD ED EC ED/Washington, DC EH EH EH/Washington, DC and Germantown, MD EH <t< td=""><td></td><td></td><td></td></t<>			
AL AN AL/Los Alamos, NM AL AO AL/Oak Ridge, TN AL AP AL/Livermore, CA AL AQ AL/Ft Smith, AR AR MA AR/Albany, OR CB EM CB/EM - Carlsbad, NM CH 1C CH/Argonne and Batavia, IL CH 2C CH/Idaho Falls, ID CH 3C CH/Plainsboro, NJ CH 4C CH/Upton, NY CH 4C CH/Germantown, MD CH 5C CH/Germantown, MD CH 5C CH/Germantown, MD CH 6C CH/New York, NY CH 7C Oakland, CA CI CO CI/Washington, DC CN CN CN/Washington, DC and Germantown, MD EA EA EA/Washington, DC and Germantown, MD ED EC ED/Washington, DC EE EE EE/Washington, DC EH HA EH/Golden, CO EH HA<	AL	AK	·
AL AO AL/Oak Ridge, TN AL AP AL/Livermore, CA AL AQ AL/Ft Smith, AR AR MA AR/Albany, OR CB EM CB/EM - Carlsbad, NM CH 1C CH/Argonne and Batavia, IL CH 2C CH/Idaho Falls, ID CH 3C CH/Idaho Falls, ID CH 3C CH/Idaho Falls, ID CH 4C CH/Upton, NY CH 4C CH/Upton, NY CH 5C CH/Germantown, MD CH 5C CH/Germantown, MD CH 6C CH/Vew York, NY CH 6C CH/New York, NY CH 7C Oakland, CA CI CO CI/Washington, DC CN CN CN/Washington, DC CR CR CR/Washington, DC EB EA EA/Washington, DC EB EE EE/Washington, DC EH HA EH/Golden, CO			
AL AP AL/Livermore, CA AL AQ AL/Ft Smith, AR AR MA AR/Albany, OR CB EM CB/EM - Carlsbad, NM CH 1C CH/Argonne and Batavia, IL CH 1C CH/Argonne and Batavia, IL CH 2C CH/Idaho Falls, ID CH 3C CH/Plainsboro, NJ CH 4C CH/Upton, NY CH 4C CH/Upton, NY CH 5C CH/Germantown, MD CH 5C CH/Germantown, MD CH 7C Oakland, CA CI CO CI/Washington, DC CR CR CR/Washington, DC CR CR CR/Washington, DC and Germantown, MD EA EA EA/Washington, DC EE EE EE EE EE EE/Washington, DC EH HA EH/Golden, CO EH HB EH/Idaho Falls, ID EH HB EH/Idaho	AL	AN	AL/Los Alamos, NM
AL AQ AL/Ft Smith, AR AR MA AR/Albany, OR CB EM CB/EM - Carlsbad, NM CH 1C CH/Argonne and Batavia, IL CH 2C CH/Idaho Falls, ID CH 3C CH/Plainsboro, NJ CH 4C CH/Upton, NY CH 5C CH/Germantown, MD CH 6C CH/New York, NY CH 7C Oakland, CA CI CO CI/Washington, DC CN CN CN CN/Washington, DC CR CR CR CR/Washington, DC and Germantown, MD EA EA EA/Washington, DC ED EC ED/Washington, DC EE EE EE EE/Washington, DC EH HA EH/Golden, CO EH HB EH/Idaho Falls, ID EH HA EH/Golden, CO EH HB EH/Oakland, CA EH HD EH/Los Alamos, NM EH HE EH/Jos Ridge, TN EH HH EH/Honolulu, HI EH HH EH/Honolulu, HI EH HJ EH/Amarillo, TX EH HO EH/Cincinnati, OH EH/Cincinnati, OH EH/Cincinnati, OH EH/Cincinnati, OH EH/Cincinnati, OH EH/Cincinnati, OH	AL	AO	AL/Oak Ridge, TN
AR MA AR/Albany, OR CB EM CB/EM - Carlsbad, NM CH 1C CH/Argonne and Batavia, IL CH 2C CH/Idaho Falls, ID CH 3C CH/Plainsboro, NJ CH 4C CH/Upton, NY CH 5C CH/Germantown, MD CH 6C CH/New York, NY CH 7C Oakland, CA CI CO CI/Washington, DC CN CN CN/Washington, DC CR CR CR CR/Washington, DC and Germantown, MD EA EA EA/Washington, DC EE E EE EE/Washington, DC EH EH HA EH/Golden, CO EH HB EH/Idaho Falls, ID EH HC EH/Oak Ridge, TN EH HH EH/Honolulu, HI EH HJ EH/Amarillo, TX EH HO EH/Cincinnati, OH EH CH CRICATION CH CR/CHARGON CH CH/Argonne and Batavia, IL CH/Arg	AL	AP	AL/Livermore, CA
CB EM CB/EM - Carlsbad, NM CH IC CH/Argonne and Batavia, IL CH 2C CH/Idaho Falls, ID CH 3C CH/Plainsboro, NJ CH 4C CH/Upton, NY CH 5C CH/Germantown, MD CH 5C CH/New York, NY CH 7C Oakland, CA CI CO CI/Washington, DC CN CN CN/Washington, DC and Germantown, MD EA EA EA/Washington, DC EE EE EE/Washington, DC EH EH HA EH/Golden, CO EH HB EH/Idaho Falls, ID EH HC EH/Oakland, CA EH HB EH/Aiken, SC EH HF EH/Oak Ridge, TN EH HH EH/Honolulu, HI EH HJ EH/Amarillo, TX EH HO EH/Cincinnati, OH EH CH CH/Cincinnati, OH EH CH CH/Cincinnati, OH EH CH CH/Cincinnati, OH EH CH/Cincinnati, OH EH CH/Cincinnati, OH EH/Cincinnati, OH EH/Cincinnati, OH EH/Cincinnati, OH EH/Cincinnati, OH EH/Cincinnati, OH EH/Cincinnati, OH	AL	AQ	AL/Ft Smith, AR
CH 1C CH/Argonne and Batavia, IL CH 2C CH/Idaho Falls, ID CH 3C CH/Plainsboro, NJ CH 4C CH/Upton, NY CH 5C CH/Germantown, MD CH 6C CH/New York, NY CH 7C Oakland, CA CI CO CI/Washington, DC CN CN CN/Washington, DC CR CR CR CR/Washington, DC and Germantown, MD EA EA EA/Washington, DC EE EE EE/Washington, DC EH H H EH/Washington, DC and Germantown, MD EH H EH EH/Washington, DC EH EH EH/Washington, DC EH H EH EH/Washington, DC EH H EH EH/Golden, CO EH H EH EH/Golden, CO EH H EH EH/Oakland, CA EH HD EH/Los Alamos, NM EH HE EH/Aiken, SC EH HH EH/Honolulu, HI EH HJ EH/Honolulu, HI EH HJ EH/Amarillo, TX EH HO EH/Cincinnati, OH EH HO EH/Cincinnati, OH EH HW EH/Richland, WA	AR	MA	AR/Albany, OR
CH 2C CH/Idaho Falls, ID CH 3C CH/Plainsboro, NJ CH 4C CH/Upton, NY CH 5C CH/Germantown, MD CH 6C CH/New York, NY CH 7C Oakland, CA CI CO CI/Washington, DC CN CN CN/Washington, DC CR CR CR/Washington, DC and Germantown, MD EA EA EA/Washington, DC and Germantown, MD ED EC ED/Washington, DC EE EE EE/Washington, DC EH EH EH/Washington, DC EH EH EH/Golden, CO EH HB EH/Idaho Falls, ID EH HC EH/Oakland, CA EH HD EH/Los Alamos, NM EH HF EH/Oak Ridge, TN EH HH EH/Honolulu, HI EH HJ EH/Amarillo, TX EH HO EH/Cincinnati, OH EH HO EH/Cincinnati, OH EH/CICIncinnati, OH EH/CICINCIN EM/CICIN	СВ	EM	CB/EM - Carlsbad, NM
CH 3C CH/Plainsboro, NJ CH 4C CH/Upton, NY CH 5C CH/Germantown, MD CH 5C CH/Germantown, MD CH 6C CH/New York, NY CH 7C Oakland, CA CI CO CI/Washington, DC CN CN CN/Washington, DC CR CR CR/Washington, DC and Germantown, MD EA EA EA/Washington, DC and Germantown, MD ED EC ED/Washington, DC EE EE EE/Washington, DC EH EH EH/Washington, DC EH EH CH/Golden, CO EH HB EH/Idaho Falls, ID EH HC EH/Oakland, CA EH HD EH/Los Alamos, NM EH HE EH/Aiken, SC EH HH EH/Honolulu, HI EH HH EH/Honolulu, HI EH HJ EH/Amarillo, TX EH HO EH/Cincinnati, OH EH HO EH/Cincinnati, OH EH HO EH/Richland, WA	СН	1C	CH/Argonne and Batavia, IL
CH 4C CH/Upton, NY CH 5C CH/Germantown, MD CH 6C CH/New York, NY CH 7C Oakland, CA CI CO CI/Washington, DC CN CN CN CN/Washington, DC CR CR CR CR/Washington, DC and Germantown, MD EA EA EA/Washington, DC and Germantown, MD ED EC ED/Washington, DC EE EE EE/Washington, DC EH EH EH/Washington, DC EH EH EH/Golden, CO EH HB EH/Idaho Falls, ID EH HC EH/Oakland, CA EH HD EH/Los Alamos, NM EH HE EH/Aiken, SC EH HH EH/Honolulu, HI EH HH EH/Honolulu, HI EH HJ EH/Amarillo, TX EH HO EH/Cincinnati, OH EH HO EH/Cincinnati, OH EH HO EH/Cincinnati, OH EH HW EH/Cincinnati, OH	СН	2C	CH/Idaho Falls, ID
CH 5C CH/Germantown, MD CH 6C CH/New York, NY CH 7C Oakland, CA CI CO CI/Washington, DC CN CN CN/Washington, DC CR CR CR/Washington, DC and Germantown, MD EA EA EA/Washington, DC and Germantown, MD ED EC ED/Washington, DC EE EE EE/Washington, DC EH EH EH/Washington, DC EH EH EH/Washington, DC and Germantown, MD EH HA EH/Golden, CO EH HB EH/Idaho Falls, ID EH HC EH/Oakland, CA EH HD EH/Los Alamos, NM EH HE EH/Aiken, SC EH HF EH/Oak Ridge, TN EH HH EH/Honolulu, HI EH HJ EH/Amarillo, TX EH HO EH/Cincinnati, OH EH HW EH/Richland, WA	СН	3C	CH/Plainsboro, NJ
CH 6C CH/New York, NY CH 7C Oakland, CA CI CO CI/Washington, DC CN CN CN CN/Washington, DC CR CR CR CR/Washington, DC and Germantown, MD EA EA EA/Washington, DC and Germantown, MD ED EC ED/Washington, DC EE EE EE/Washington, DC EH EH EH/Washington, DC EH EH EH/Golden, CO EH HB EH/Idaho Falls, ID EH HC EH/Oakland, CA EH HD EH/Los Alamos, NM EH HE EH/Aiken, SC EH HH EH/Honolulu, HI EH HJ EH/Amarillo, TX EH HO EH/Cincinnati, OH EH HW EH/Richland, WA	СН	4C	CH/Upton, NY
CH 7C Oakland, CA CI CO CI/Washington, DC CN CN CN CN/Washington, DC CR CR CR CR/Washington, DC and Germantown, MD EA EA EA EA/Washington, DC and Germantown, MD ED EC ED/Washington, DC EE EE EE/Washington, DC EH EH EH/Washington, DC EH EH EH/Golden, CO EH HB EH/Idaho Falls, ID EH HC EH/Oakland, CA EH HD EH/Los Alamos, NM EH HE EH/Aiken, SC EH HF EH/Oak Ridge, TN EH HH EH/Honolulu, HI EH HJ EH/Amarillo, TX EH HO EH/Cincinnati, OH EH HW EH/Richland, WA	СН	5C	CH/Germantown, MD
CI CO CI/Washington, DC CN CN CN/Washington, DC CR CR CR CR/Washington, DC and Germantown, MD EA EA EA EA/Washington, DC and Germantown, MD ED EC ED/Washington, DC EE EE EE/Washington, DC EH EH EH/Washington, DC EH EH EH/Golden, CO EH HA EH/Golden, CO EH HB EH/Idaho Falls, ID EH HC EH/Oakland, CA EH HD EH/Los Alamos, NM EH HE EH/Aiken, SC EH HF EH/Oak Ridge, TN EH HH EH/Honolulu, HI EH HJ EH/Amarillo, TX EH HO EH/Cincinnati, OH EH HW EH/Richland, WA	СН	6C	CH/New York, NY
CN CN CN/Washington, DC CR CR CR/Washington, DC and Germantown, MD EA EA EA EA/Washington, DC and Germantown, MD ED EC ED/Washington, DC EE EE EE EE/Washington, DC EH EH EH/Washington, DC and Germantown, MD EH HA EH/Golden, CO EH HB EH/Idaho Falls, ID EH HC EH/Oakland, CA EH HD EH/Los Alamos, NM EH HE EH/Aiken, SC EH HF EH/Oak Ridge, TN EH HH EH/Honolulu, HI EH HJ EH/Amarillo, TX EH HO EH/Cincinnati, OH EH HW EH/Richland, WA	СН	7C	Oakland, CA
CR CR CR/Washington, DC and Germantown, MD EA EA EA/Washington, DC and Germantown, MD ED EC ED/Washington, DC EE EE EE EE/Washington, DC EH EH EH/Washington, DC and Germantown, MD EH HA EH/Golden, CO EH HB EH/Idaho Falls, ID EH HC EH/Oakland, CA EH HD EH/Los Alamos, NM EH HE EH/Aiken, SC EH HF EH/Oak Ridge, TN EH HH EH/Honolulu, HI EH HJ EH/Amarillo, TX EH HO EH/Cincinnati, OH EH HW EH/Richland, WA	CI	CO	CI/Washington, DC
EA EA EA/Washington, DC and Germantown, MD ED EC ED/Washington, DC EE EE EE/Washington, DC EH EH EH/Washington, DC and Germantown, MD EH HA EH/Golden, CO EH HB EH/Idaho Falls, ID EH HC EH/Oakland, CA EH HD EH/Los Alamos, NM EH HE EH/Aiken, SC EH HF EH/Oak Ridge, TN EH HH EH/Honolulu, HI EH HJ EH/Amarillo, TX EH HO EH/Cincinnati, OH EH HW EH/Richland, WA	CN	CN	CN/Washington, DC
ED EC ED/Washington, DC EE EE EE/Washington, DC EH EH EH/Washington, DC and Germantown, MD EH HA EH/Golden, CO EH HB EH/Idaho Falls, ID EH HC EH/Oakland, CA EH HD EH/Los Alamos, NM EH HE EH/Aiken, SC EH HF EH/Oak Ridge, TN EH HH EH/Honolulu, HI EH HJ EH/Amarillo, TX EH HO EH/Cincinnati, OH EH RE EH/Richland, WA	CR	CR	CR/Washington, DC and Germantown, MD
EE EE/Washington, DC EH EH EH/Washington, DC and Germantown, MD EH HA EH/Golden, CO EH HB EH/Idaho Falls, ID EH HC EH/Oakland, CA EH HD EH/Los Alamos, NM EH HE EH/Aiken, SC EH HF EH/Oak Ridge, TN EH HH EH/Honolulu, HI EH HJ EH/Amarillo, TX EH HO EH/Cincinnati, OH EH HW EH/Richland, WA	EA	EA	EA/Washington, DC and Germantown, MD
EH EH/Washington, DC and Germantown, MD EH HA EH/Golden, CO EH HB EH/Idaho Falls, ID EH HC EH/Oakland, CA EH HD EH/Los Alamos, NM EH HE EH/Aiken, SC EH HF EH/Oak Ridge, TN EH HH EH/Honolulu, HI EH HJ EH/Amarillo, TX EH HO EH/Cincinnati, OH EH HW EH/Richland, WA	ED	EC	ED/Washington, DC
EH HA EH/Golden, CO EH HB EH/Idaho Falls, ID EH HC EH/Oakland, CA EH HD EH/Los Alamos, NM EH HE EH/Aiken, SC EH HF EH/Oak Ridge, TN EH HH EH/Honolulu, HI EH HJ EH/Amarillo, TX EH HO EH/Cincinnati, OH EH HW EH/Richland, WA	EE	EE	EE/Washington, DC
EH HB EH/Idaho Falls, ID EH HC EH/Oakland, CA EH HD EH/Los Alamos, NM EH HE EH/Aiken, SC EH HF EH/Oak Ridge, TN EH HH EH/Honolulu, HI EH HJ EH/Amarillo, TX EH HO EH/Cincinnati, OH EH HW EH/Richland, WA	EH	EH	EH/Washington, DC and Germantown, MD
EH HC EH/Oakland, CA EH HD EH/Los Alamos, NM EH HE EH/Aiken, SC EH HF EH/Oak Ridge, TN EH HH EH/Honolulu, HI EH HJ EH/Amarillo, TX EH HO EH/Cincinnati, OH EH HW EH/Richland, WA	EH	HA	EH/Golden, CO
EH HD EH/Los Alamos, NM EH HE EH/Aiken, SC EH HF EH/Oak Ridge, TN EH HH EH/Honolulu, HI EH HJ EH/Amarillo, TX EH HO EH/Cincinnati, OH EH HW EH/Richland, WA	EH	НВ	EH/Idaho Falls, ID
EH HE EH/Aiken, SC EH HF EH/Oak Ridge, TN EH HH EH/Honolulu, HI EH HJ EH/Amarillo, TX EH HO EH/Cincinnati, OH EH HW EH/Richland, WA	EH	НС	EH/Oakland, CA
EH HF EH/Oak Ridge, TN EH HH EH/Honolulu, HI EH HJ EH/Amarillo, TX EH HO EH/Cincinnati, OH EH HW EH/Richland, WA	ЕН	HD	EH/Los Alamos, NM
EH HH EH/Honolulu, HI EH HJ EH/Amarillo, TX EH HO EH/Cincinnati, OH EH HW EH/Richland, WA	EH	HE	EH/Aiken, SC
EH HJ EH/Amarillo, TX EH HO EH/Cincinnati, OH EH HW EH/Richland, WA	EH	HF	EH/Oak Ridge, TN
EH HO EH/Cincinnati, OH EH HW EH/Richland, WA	EH	НН	EH/Honolulu, HI
EH HW EH/Richland, WA	EH	НЈ	EH/Amarillo, TX
	EH	НО	EH/Cincinnati, OH
EI EI/Washington, DC	EH	HW	EH/Richland, WA
	EI	EI	EI/Washington, DC

SUB-AGENCY	COMPETITIVE AREA CODE	COMPETITIVE AREA DESCRIPTION
EI	ET	EI/Dallas, TX
EM	EM	EM/Washington, DC and Germantown, MD
EM	MO	EM/Oak Ridge, TN
FE	F1	FENPR/Casper, WY
FE	F2	FENPR/Tupman, CA
FE	FE	FE/Washington, DC and Germantown, MD
FI	FM	FI/Washington, DC and Germantown, MD
GC	GL	GC/Washington, DC
GO	GA	GO/Atlanta, GA
GO	GG	GO/Golden, CO
GO	GI	GO/Chicago, IL
GO	GP	GO/Philadelphia, PA
GO	GS	GO/Seattle, WA
GO	GT	GO/Boston, MA
HG	HG	HG/Washington, DC and Arlington, VA
IA	IS	IA/Washington, DC
ID	1I	ID/Idaho Falls and Scoville, ID
ID	6I	ID/Grand Junction, CO
IG	IA	IG/Washington, DC and Germantown, MD
IG	IC	IG/Oak Ridge, TN
IG	ID	IG/Argonne, IL
IG	IE	IG/Pittsburgh, PA
IG	IF	IG/Plainsboro, NJ
IG	IH	IG/Aiken, SC
IG	II	IG/Albuquerque, NM
IG	IJ	IG/Golden, CO
IG	IK	IG/Idaho Falls, ID
IG	IM	IG/Las Vegas, NV
IG	IO	IG/Livermore, CA
IG	IQ	IG/Fernald, OH
IG	IR	IG/Los Alamos, NM
IG	IT	IG/Richland, WA
IM	IB	IM/Washington, DC and Germantown, MD
IN	IN	IN/Washington, DC
LM	LG	LM/Grand Junction, CO
LM	LM	LM/Washington, DC & Germantown, MD
LM	LP	LM/Pittsburgh, PA
LM	LR	LM/Rocky Flats, CO
LM	LW	LM/Morgantown, WV
ME	HR	ME&AB/Washington, DC and Germantown, MD

SUB-AGENCY	COMPETITIVE AREA CODE	COMPETITIVE AREA DESCRIPTION
NE	N3	NE/Groton, CT
NE	N5	NE/Charleston, SC
NE	NE	NE/Washington, DC, Germantown, MD and Arlington, VA
NT	MB	NT/Butte, MT
NT	MC	NT/Tulsa, OK
NT	MF	NT/Fairbanks, AK
NT	MG	NT/Morgantown, WV
NT	MP	NT/Bruceton, PA
NV	NA	NV/Andrews AFB, MD
NV	NT	NV/Austin, TX
NV	NV	NV/Las Vegas, Mercury and Nevada Test Site-Area 6, NV
OA	01	OA/Golden, CO
OA	OI	OA/Washington, DC and Germantown, MD
ОН	OA	OH/Miamisburg, Fernald and Springdale, OH
ОН	OB	OH/West Valley, NY
ОН	OC	OH/Columbus, OH
ОН	OD	OH/Ashtabula, OH
OH	OF	OH/Upton, NY
00	BA	OO/Berkeley, Livermore, Menlo Park and Oakland, CA
00	BB	OO/Los Angeles, CA
OO	BC	OO/San Diego, CA
00	BD	OO/Cambridge, MA
OO	BE	OO/West Bend, WI
OR	OK	OR/Paducah, KY
OR	ON	OR/Newport News, VA
OR	00	OR/Stanford, CA
OR	OP	OR/Piketon, OH
OR	OR	OR/Oak Ridge, TN
OR	OS	OR/St Charles, MO
OR	ОТ	OR/Pittsburgh, PA
OS	S1	OS/Washington, DC
PA	PA	PA/Washington, DC
PC	PC	PC/Washington, DC
PI	PB	PI/Washington, DC/Germantown, MD
PO	PO	PO/Washington, DC
PP	PP	PP/Lexington, Paducah and Piketon, KY
PS	PS	PS/Richland, WA
RD	RD	RD/Las Vegas, NV
RD	RE	RD/Washington, DC
RF	RF	RF/Jefferson (County), CO

SUB-AGENCY	COMPETITIVE AREA CODE	COMPETITIVE AREA DESCRIPTION
RL	RL	RL/Richland and Hanford, WA
RS	1G	RS/Seattle, WA
RS	2G	RS/Oakland, CA
RS	3G	RS/Kansas City, MO
RS	5G	RS/Honolulu, HI
RS	G1	RS/Atlanta, GA
RS	G2	RS/Boston, MA
RS	G3	RS/Chicago, IL
RS	G4	RS/Golden, CO
RS	G5	RS/Dallas, TX
RS	G6	RS/Philadelphia, PA
RS	G8	RS/New York, NY
RW	RW	RW/Washington, DC
RW	YM	YM&RW/Las Vegas and Jackass Flats, NV
SA	SA	SA/Washington, D.C., Germantown, MD, Albuquerque, NM
SC	EN	SC/Washington, DC and Germantown, MD
SE	SP	SE/Elberton, GA
SO	SO	SO/Washington, DC and Germantown, MD
SP	1P	SPRO/New Orleans, LA
SP	2P	SPRO/Baton Rouge, LA
SP	3P	SPRO/Hackberry, LA
SP	5P	SPRO/Freeport, TX
SP	6P	SPRO/Winnie, TX
SR	SR	SR/Aiken, SC
ST	EO	ST/Oak Ridge, TN
SW	SG	SW/Gore, OK
SW	SJ	SW/Jonesboro, AR
SW	SS	SW/Springfield, MO
SW	ST	SW/Tulsa, OK
SW	SU	SW/Tupelo, OK
SW	SW	SW/Washington, DC
TD	TD	TD - Washington, DC
WA	CY	WAPA/Cheyenne, WY
WA	WA	WAPA/Washington, DC
WA	WM	WAPA/Lakewood and Golden, CO
WB	1W	WAPA/Armour, SD
WB	2W	WAPA/Fort Thompson, SD
WB	3W	WAPA/Huron, SD
WB	4W	WAPA/Philip, SD
WB	5W	WAPA/Pierre, SD

SUB-AGENCY	COMPETITIVE AREA CODE	COMPETITIVE AREA DESCRIPTION
WB	6W	WAPA/Rapid City, SD
WB	7W	WAPA/Sioux Falls, SD
WB	8W	WAPA/Watertown, SD
WB	BT	WAPA/Brayton, IA
WB	W5	WAPA/Bismarck, ND
WB	W6	WAPA/Devils Lake, ND
WB	W7	WAPA/Fargo and West Fargo, ND
WB	W8	WAPA/Jamestown, ND
WB	W 9	WAPA/Williston, ND
WB	WR	WAPA/Hinton, IA
WB	WS	WAPA/Granite Falls, MN
WB	WT	WAPA/Billings, MT
WB	WU	WAPA/Conrad, MT
WB	WV	WAPA/Fort Peck, MT
WB	WW	WAPA/Glendive, MT
WB	WX	WAPA/Havre, MT
WB	WY	WAPA/Miles City, MT
WG	W3	WAPA/Boulder City, NV
WG	WB	WAPA/Coolidge, AZ
WG	WC	WAPA/Flagstaff, AZ
WG	WD	WAPA/Page, AZ
WG	WE	WAPA/Phoenix, AZ
WG	WF	WAPA/Yuma, AZ
WG	WK	WAPA/Parker, AZ
WJ	BR	WAPA/Brush, CO
WJ	CC	WAPA/Craig, CO
WJ	CD	WAPA/Cody, WY
WJ	CE	WAPA/Cheyenne, WY
WJ	СР	WAPA/Casper, WY
WJ	GE	WAPA/Gering, NE
WJ	HY	WAPA/Hayden, CO
WJ	KR	WAPA/Kremmling, CO
WJ	LO	WAPA/Loveland, CO
WJ	MS	WAPA/Montrose, CO
WJ	SY	WAPA/Sidney, NE
WJ	TH	WAPA/Thermopolis, WY
WJ	W1	WAPA/Lincoln, NE
WJ	W4	WAPA/Shiprock, NM
WJ	WP	WAPA/Poncha Springs, CO
WL	9 W	WAPA/Salt Lake City, UT

SUB-AGENCY	COMPETITIVE AREA CODE	COMPETITIVE AREA DESCRIPTION
WL	MS	WAPA/Montrose, CO
WL	VE	WAPA/Vernal, UT
WN	WH	WAPA/Folsom, CA
WN	WI	WAPA/Redding, CA
WN	WJ	WAPA/Tracy, CA
WT	CT	WT/Washington, DC
XA	N2	NNSA/Tokyo, JA
XA	N6	NNSA/Paris, FR
XA	N7	NNSA/Vienna, AU
XA	N8	NNSA/Moscow, RS
XA	N9	NNSA/Albuquerque, NM
XA	XA	NNSA/Washington, DC and Germantown, MD
XA	XB	NNSA/HQ/Albuquerque, NM
XA	XC	NNSA/NA-15/Amarillo, TX
XA	XD	NNSA/NA-15/Oak Ridge, TN
XA	XF	NNSA/NA-15/Fort Smith, AR
XA	XG	NNSA/NA-40/Albuquerque, NM
XA	XH	NNSA/NA-26/Aiken, SC
XE	AA	NNSA/Amarillo and Pantex, TX
XE	AB	NNSA/Germantown, MD
XE	AC	NNSA/Eddy County, NM
XE	AK	NNSA/Kansas City, MO
XE	AL	NNSA/Albuquerque, NM
XE	AN	NNSA/Los Alamos, NM
XE	AO	NNSA/Oak Ridge, TN
XE	AP	NNSA/Livermore, CA
XE	AQ	NNSA/Ft. Smith, AR
XE	NB	NNSA/Las Vegas, NV
XE	NC	NNSA/Las Vegas, NV
XE	ND	NNSA/Andrews AFB, MD
XE	XR	NNSA/Amarillo and Pantex, TX
XE	XS	NNSA/Albuquerque, NM
XE	XT	NNSA/Kansas City, MO
XE	XU	NNSA/Los Alamos, NM
XE	XV	NNSA/Support and Test/Las Vegas, NV
XE	XW	NNSA/Livermore, CA
XE	XX	NNSA/Savannah River-Defense, Aiken, SC
XE	ZA	NNSA/Albuquerque, NM
XH	NA	NNSA/Andrews AFB, MD
XH	NT	NNSA/Austin, TX

GIND A GENGY	COMPETITIVE	COMPETITIVE
SUB-AGENCY	AREA CODE	AREA DESCRIPTION
XH	NV	NNSA/Las Vegas, Mercury and Nevada Test Site-Area 6, NV
XI	BA	NNSA/Berkeley, Livermore, Menlo Park and Oakland, CA
XI	BB	NNSA/Los Angeles, CA
XI	BC	NNSA/San Diego, CA
XI	BD	NNSA/Cambridge, MA
XI	BE	NNSA/West Bend, WI
XJ	OK	NNSA/Paducah, KY
XJ	ON	NNSA/Newport News, VA
XJ	OO	NNSA/Stanford, CA
XJ	OP	NNSA/Piketon, OH
XJ	OR	NNSA/Oak Ridge, TN
XJ	OS	NNSA/St Charles, MO
XJ	OT	NNSA/Pittsburgh, PA
XJ	XJ	NNSA/Oak Ridge, TN
XK	NS	NNSA/Aiken, SC
XL	PI	PN/Scoville, ID
XL	PN	PN/Pittsburgh, PA
XL	PS	PN/Schenectady, NY
XL	PV	PN/Lynchburg, VA
XM	SC	SN/Windsor, CT
XM	SL	SN/Lynchburg, VA
XM	SM	SN/Milton, NY
XM	SN	SN/Schenectady, NY
YM	YM	YM&RW/Las Vegas and Jackass Flats, NV

14.31 CHRIS Glossary

Important! This glossary is a composite of definitions, terms, and acronyms used within the context of the CHRIS, PeopleSoft HRMS 8.0 for US Federal government processes. It is not intended to replace or change existing statutory, regulatory, or office-specific descriptions or definitions. Please refer to Federal source documents for greater clarification, context and/or specific usage for Federal terms and definitions.

Absence Without Leave (AWOL). Absence without prior approval, a non pay status resulting from an agency determination that it will not grant any type of leave for a period of absence for which the employee did not obtain advance authorization or for which a request for leave has been denied.

Academic Discipline. An employee's major field of study. (Also referenced as Instructional Program and Major)

Accession. A personnel action that results in the addition of an employee to the rolls of an agency.

Account Code. A combination of the fund type and B&R code.

Accredited Education. Education above the high school level completed in a U.S. college, university, or other educational institution that has been credited by one of the accrediting agencies or associations recognized by the Secretary, U.S. Department of Education.

Adjusted Basic Pay. The sum of an employee's rate of basic pay, continued rate of pay, locality comparability payment, and/or special pay adjustment for law enforcement officers to which the employee is entitled.

Adverse Action. A personnel action considered unfavorable to an employee, e.g., removal, suspension, furlough, or reduction in grade or pay.

Agency. Any Department or independent establishment of the Federal government that has the authority to hire employees in the competitive, excepted, and senior executive services.

Annuitant. A person who receives an annuity.

Annuitant CSA Number. A unique number assigned by OPM for a retired employee.

Annuitant Indicator. A code used to indicate the status of an annuitant appointed to a position in the Federal civilian service. Text for the codes are as follows:

- 1 = Reemployed annuitant Civil Service/FERS
- 2 = Retired military officer receiving pay
- 3 = Retired military non-officer (enlisted) receiving pay
- 4 = Retired military officer receiving pay and a reemployed annuitant Civil Service
- 5 = Retired military non-officer (enlisted) receiving pay and a reemployed annuitant Civil Service
- 9 =Not applicable (none of the above)
- A = Reemployed Annuitant FERS
- B = Former Annuitant FERS
- C = Retired Officer/Reemployed Annuitant FERS
- D = Retired Officer/Former Annuitant FERS
- E = Retired Enlisted/Reemployed Annuitant FERS
- F = Retired Enlisted/Former Annuitant FERS

Annuitant Offset Amount. The gross monthly annuity a Federally retired employee receives.

Annuity. A payment made to a retiree (or to the designated survivor) based upon qualifying participation in a Federal retirement program.

Application Server. One or more Unix or Windows NT machines which allow clients to offload performance-sensitive transactions from the client.

Applet. Any small application, but in the context of the Web, the word has come to refer to small Java applications embedded directly in a webpage.

Appropriation Code. The fund type and B&R Code.

Appointing Authority. The basis that authorized the appointing officer to effect personnel actions on an employee.

Appointing Officer. A person having power by law, or by duly delegated authority, to make appointments.

Approving Official. Individual with the delegated authority responsible for signing the action(s) taken on an employee.

AUO (**Administratively Uncontrolled Overtime**). An increment of up to 25% of basic pay paid on an annual basis for substantial amounts of overtime work that cannot be controlled administratively and that are required on an irregular basis.

Availability Pay. A special form of premium pay fixed at 25% of basic pay (including locality pay) that applies to criminal investigators who are required to work, or be available to work, substantial amounts of unscheduled overtime duty based on the needs of the employing agency. Criminal investigators receiving availability pay are exempt from the minimum wage and overtime pay provisions of the FLSA and may not receive administratively uncontrollable overtime pay.

Award. A special payment to an employee for certain prescribed kinds of activities or accomplishments.

Bargaining Unit. Code used to identify employee's bargaining unit.

Batch Processes. Background programs in PeopleSoft applications. Batch processes perform operations—such as pay confirmation, deduction calculation, and so forth—on groups of records. You run these processes from the Process Scheduler.

Benefit Plan Type. Any category of benefit, such as health, life, or savings.

Benefit Plan. A specific benefit within a plan type. For example, FEGLI life insurance coverage for Basic Life, Options A, B, and C.

Branch of Military Service. Identifies, if any, military service in which the employee served.

Break in Service. The time when an employee is no longer on the payroll of an agency.

Budget Category. Numeric/alpha identification given to each category of positions.

Business Rules. Policies and procedures that govern the flow of work and place controls over how information can be manipulated.

Calculation Rules. Criteria for calculating benefits, including as-of dates for age, service premium, and coverage calculations; rounding rules; and minimum and maximum coverage amounts. Any number of program and plan combinations can use a single set of calculation rules.

CAO (Change of Appointment Office). Movement of an employee from the jurisdiction of one appointing officer in an agency to that of another appointing officer in the same agency. This usually involves a move from a position for which one personnel office provides service and maintains records to a position for which another personnel office in the same agency provides service and maintains records.

Career Appointment. Competitive service permanent appointment given to an employee, who has completed 3 substantially continuous, creditable years of Federal service.

Central Personnel Data File (CPDF). Three types of reporting made by agencies to the OPM include the Dynamic and Status files (quarterly and monthly, respectively) and Organizations covering a range of employee personnel/payroll data.

Certificate. A list of eligibles taken from an OPM register and submitted to an appointing officer for employment consideration.

Certification. The process by which the OPM, or an agency office with delegated examining authority, submits certificates to appointing officers.

Change-To-Lower Grade. (1) For positions under the General Schedule or under the same Wage Grade schedule, a change-to-lower grade changes the employee to a lower grade; and (2) When both the old and new positions are under the same type ungraded wage schedule or in different pay-method categories, a change-to-lower grade changes the employee to a position with a lower rate of basic pay.

CHRIS. The U.S. Department of Energy's official personnel system of record is called (CHRIS) Corporate Human Resource Information System. DOE's HR homepage on the web is also known as CHRIS.

Citizenship Code. Numeric indicator as to whether the employee is a U.S. citizen or a foreign national serving in the U.S. The codes are: (1) Citizen and (2) Other.

Civilian Retiree. A person who has retired from Federal Government civilian employment under a Federal Government-administered retirement system.

Class or Class of Positions. All positions that are sufficiently similar in (1) kind or subject matter or work, (2) the level of difficulty and responsibility, and (3) the qualification requirements for the work, to warrant similar treatment in personnel and pay administration.

Classify. To evaluate the duties and responsibilities of a position and assign a title, occupation series and grade.

Client. Primary user application workstation.

CFR. The Code of Federal Regulations.

Combined Federal Campaign (CFC). A vehicle used by Federal employees to contribute to a charity or charities of their choice.

Commercial-Off-The-Shelf (COTS). Equipment or software that is currently sold commercially to at least one customer.

Competitive Appointment. An appointment to a position in the competitive service following open competitive examination or under direct-hire authority. The competitive examination, that is open to all applicants, may consist of a written test, an evaluation of an applicant's education and experience, and/or an evaluation of other attributes necessary for successful performance in the position to be filled.

Competitive Area. For reduction-in-force, that part of an agency within which employees are in competition for retention. Generally, it is restricted by what is considered a "local commuting area."

Competitive Level. A level for reduction-in-force consists of all jobs in a competitive area which are so similar in all important respects that the agency can readily move an employee from one to another without significant training and without loss of productivity.

Competitive Service. All positions as defined by 5 USC 2102 in the Executive Branch of the Federal government are in the competitive service unless they are specifically excluded from it. Positions in the Legislative and Judicial Branches are outside of the competitive service unless they are specifically included.

Competitive Status. Basic eligibility for noncompetitive assignment to a competitive position. A person on a career or career-conditional appointment acquires competitive status upon satisfactory completion of a probationary period.

Computer Aided Software Engineering (CASE). A set of tools to help application developers complete software development or modification more quickly and accurately.

Consultant. One who serves in an advisory capacity to an officer or instrumentality of the government.

Consultant Position. A position requiring the performance of purely advisory or consultant services, not including the performance of operating functions.

Conversion. The changing of an employee from one appointment to another appointment in the same agency without a break in service of more than 3 calendar days.

Cost-Of-Living Allowance (**COLA**). An additional allowance payable to an employee at a location in a nonforeign area where living costs are substantially higher than those in the Washington, DC area.

Coverage. An employee's chosen benefit plan and coverage level; that is, what sort of benefit is provided as well as the value.

Creditable Military Service. The total number of years and months of military service that is creditable for annual leave accrual purposes.

Current Year. PeopleSoft term that refers to event maintenance processing.

Data Field. One particular field of information in an internal or external database.

Data Row. Contains the entries for each field in a table. To identify each data row uniquely, the system uses a key consisting of one or more fields in the table.

Database. A collection of data organized for rapid search and retrieval.

Database Server. Primary data storage and processing.

Date Classified. Date the Position Description is classified by the Personnel Office.

Date Eligible to Retire. Date an employee is eligible to optionally retire based on the combination of age and service that meets legal requirements.

Default. A standard value that populates a field unless another value is entered.

Demotion. (See Change to Lower Grade).

Denial of Within Grade Increase. The decision to withhold (not grant) a within grade increase to a GS/GM employee because of a determination that the employee's performance is not at an acceptable level of competence.

Department Code. The identification of the Organization code and its description.

Detail. A temporary assignment to a different position for a specified period when the employee is expected to return to his/her regular duties at the end of the assignment. This employee is considered for pay and strength count purposes to be permanently occupying his/her regular position. Unless the agency chooses to use an SF-50, a detail is documented with an SF-52.

Detail Tree. A tree that employs ranges of detail values under each node; you must manually specify the detail values.

Dialog Box. A small window/box that appears and prompts for data.

Direct Hiring Authority. OPM approved agency recruiting plans, which expedite recruitment of persons for appointment to positions in shortage occupations.

Disability Retirement Pay. (from a uniformed service) Money paid by a uniformed service for disability incurred in or the proximate result of performance of active duty.

Disabled Veteran. A person who was separated under honorable conditions from active duty in the Armed Forces performed at any time and who has established the present existence of a service-connected disability or is receiving compensation, disability retirement benefits, or pension because of a public statute administered by the Department of Veterans Affairs or a military department.

Dual Compensation. Payment for more than one civilian office involving a total of more that 40 hours a week.

Duty Location. (use definition from GPPA)

Dynamic Tree. Tree that takes its detail values—Dynamic Details—directly from a table in the database, rather than from a range of values entered by the user.

Earnings. Amount owed to an employee based on salary, hours worked, or other calculation routines, plus other types of compensation and holiday, annual/sick leave, and any other authorized pay.

Earnings Code. A code to define additional earnings based on authority and regulations of said position. (e.g., retention allowance, supervisory differential, AUO, availability pay, standby premium, etc.)

Effective Date. A method of dating information in your system. You can predate information to add historical data to your system, or postdate information in order to enter it before it actually goes into effect.

Employee Record Number. Number of actions done on an employee.

Entry on Duty Date (EOD). The date on which a person completes the necessary paperwork and is sworn in as an employee.

Error Message. A short message used in identifying what specific requirements were not met in order for an action to be processed.

Ethnic Group. A code that identifies the employee's basic racial and national origin category.

Event Maintenance. Management of ongoing enrollments during a plan year. Changes involving maintenance include new hires and re-hires, terminations, family status changes, and changes to benefits eligibility.

Excepted Service. As defined by 5 USC 2103 and 5 CFR 213, the Excepted Service consists of positions that are not in the competitive service or Senior Executive Service. Excepted service positions have been excepted from the requirements of the competitive service by law, Executive Order or OPM regulation.

Executive Order. A directive issued by the President.

Executive Schedule (EX). Compensation and pay plan used by the Executive Branch of the Federal government. Statutory pay limits are derived from several of the pay levels within this plan and imposed on the General Schedule and other existing pay plans throughout the Federal government.

Expert. A person with excellent qualifications and a high degree of attainment in professional, scientific, technical, or other field.

Fair Labor Standards Act (FLSA). In accordance with this law, positions are identified as being exempt or non-exempt from coverage. Non-exempt positions are covered and overtime worked will be computed at 1+ the normal hourly rate, up to a maximum of 1+ the hourly rate of a GS-10, step 1.

Federal Employees' Compensation Act (FECA). This law provides compensation and medical benefits to civilian employees of the United States for disability due to personal injury or disease sustained while in the performance of duty. A feature of this law provides for the continuation of pay (COP) without charge to leave for up to 45 calendar days due to disability and/or medical treatment following a traumatic injury. Employees file claims with the U.S. Department of Labor, Office of Worker's Compensation, which adjudicates the claims and compensates the employing agencies for the employee's pay and benefits during the claim period.

Federal Employees' Group Life Insurance Program (FEGLI). Generally, if the employee has Federal retirement coverage or is on a temporary appointment exceeding one year, he/she is eligible to participate in the FEGLI program. Once eligible, he/she is covered automatically for Basic Life Insurance and premiums will be deducted from gross salary unless coverage is waived. The program offers Basic Insurance coverage and three types of optional coverage: Option A (Standard), Option B (Additional), and Option C (Family).

Federal Employees' Health Benefits (FEHB). Generally, the employee is entitled to coverage by the FEHB program if appointed to a position with Federal retirement coverage or has been on the rolls on a temporary appointment for more than one year. The Federal employer shares the cost of the premium (about 75%); actual premiums depend on the plan selected. If under a temporary appointment, the employee pays both the employer and employee shares. If the position is part-time, the employee pays the employee share and a portion of the employer's share.

Federal Employees' Pay Comparability Act (FEPCA). This law provides a structure and methodology to determine and authorize locality-based pay adjustments to Federal employees in order to elevate their basic pay to be 1/2004 14.31-6

commensurate with private sector employees working in the same occupations in the same geographic localities. It also includes a feature to authorize agencies to make advance salary payments to attract candidates for open positions which have consistently been hard-to-fill in certain geographic areas.

Federal Holidays. The following ten holidays are observed as non-work days; without loss of pay or charge to leave:

- 1. New Year's Day January 1
- 2. Martin Luther King's Birthday Third Monday in January
- 3. President's Day Third Monday in February
- 4. Memorial Day last Monday in May
- 5. Independence Day July 4
- 6. Labor Day First Monday in September
- 7. Columbus Day Second Monday in October
- 8. Veterans Day November 11
- 9. Thanksgiving Day Fourth Thursday in November
- 10. Christmas Day December 25

Federal Insurance Compensation Act (FICA). Employee and employer contributions to Social Security.

Federal Wage System. The job-grading and pay system that applies to most trade, craft, and labor positions in agencies subject to 5 USC 5342. Pay is adjusted according to the rates paid by private industry for similar jobs in the same area.

FEGLI Living Benefits Act. Beginning 7/25/95, a Federal employee who is terminally ill may elect to receive a lump-sum payment equal to the full amount of basic life insurance only, or a limited portion designated in multiples of \$1000. An election to receive this benefit is irrevocable; the individual is considered terminally ill if his /her life expectancy is 9 months or less.

File Server. Central shared resources for client workstations.

Foreign Education. Education acquired outside of any state of the U.S., the District of Columbia, the Commonwealth of Puerto Rico, a Trust Territory of the Pacific Islands, or any territory or possession of the U.S.

Frozen Service. The total number of years and months of civilian and military service that is creditable in a CSRS component of a FERS employee.

Full Position Management. The choice CHRIS has made to drive our human resource system. Therefore, the position-related fields are grayed (unchangeable) in several of the Administer Workforce pages.

Full-Time Work Schedule. A full-time work schedule requires most employees to work 40 hours during the workweek.

Furlough. The placement of an employee in a temporary nonpay status and nonduty status (or absence from duty) because of lack of work or funds or for other nondisciplinary reasons.

Gender. Used to indicate gender.

General Schedule (GS). The GS graded pay system established under the Classification Act of 1949, as amended.

GM Within Grade Increase. An agency awarded increase in basic rate of pay, with no change in grade, to an employee who is covered under the PMRS termination provisions of PL 103-89.

Grade. A range of pay in a graduated scale that includes positions of different occupational groups. The work performed should be equivalent as to the level of difficulty and responsibility and the level of qualification requirements of the work. The levels are established and designated within a specific pay plan by law or regulation.

Grade Retention Entitlement. The right of an employee to retain for 2 years, for pay and benefits purposes, the grade of the position from which he/she was reduced.

Graduate Education. Successfully completed education in a graduate program for which a bachelor's or higher degree is normally required for admission. To be creditable, such education must show evidence of progress through a set curriculum, i.e., it is part of a program leading to a master's or higher degree, and not education consisting of undergraduate and/or continuing education courses that do not lead to an advanced degree.

Graphical User Interface (GUI). An icon-based user interface to a system.

Handicap Code. A code that identifies a type of physical or mental impairment that substantially limits one or more of an employee's major life activities.

Health Benefits Code. An alpha/numeric code that identifies each Health Benefit plan.

Health Benefits Effective Date. Date the health benefit plan goes into effect or the effective date of cancellation.

High School Graduation or Equivalent. Applicant has received a high school diploma, General Education Development (GED) equivalency certificate, or proficiency certificate from a State or territorial-level Board or Department of Education.

Incumbent. An employee currently assigned to a position.

Indefinite Appointment. One given a nonpermanent employee who is hired for an unlimited period of time.

Injury Compensation. The compensation and medical care provided to civilian Federal employees for disability due to personal injuries sustained while in performance of duty and due to diseases relating to this employment.

Instructional Program. An employee's major field of study (also referenced as Academic Discipline and major).

Interim Geographic Adjustment (IGA). An additional payment is made when official duty station is in an area where it has been determined that significant pay disparities and recruitment or retention problems exist.

Intermittent Service or Intermittent Employment. Service when an employee works on an irregular basis for which there is no prearranged scheduled tour of duty.

Involuntary Separation. A separation against the will of and without the consent of the employee, other than separation for cause on charges of misconduct or delinquency.

Job Code. Grouping of attributes of like jobs at a high level (one-to-many relationship).

Key. One or more fields that uniquely identifies each row in a table. Some tables contain only one field as the key, while others require a combination.

Last Equivalent Increase (LEI). Reflects the effective date of the last step received in grade or the last promotion, whichever is most current (does not include QSI). Used as the basis to establish an employee's WGI due date.

Last Increase Date. Date of which an employee receive a positive increase in pay.

Law Enforcement Officers (LEOs). Positions within the Federal government involving law enforcement. Under FEPCA, many of these positions are entitled to additional special pay.

Leave - Annual. Leave of absence with pay allowed for personal, emergency, and other purposes.

Leave - Sick. Leave of absence with pay allowed for employees when the employee is physically incapacitated for the performance of duties; receives medical, dental, or optical examination or treatment; or is required to give care and attendance to a member of his/her immediate family who is afflicted with a contagious disease.

Leave Without Pay (LWOP). A temporary nonpay status and nonduty status (or absence from a prescheduled tour of duty) granted at the employee's request.

Life Insurance. The group life, death and accidental dismemberment insurance available to Federal employees.

Locality Adjustment. An interim geographic adjustment, locality-based comparability payment, or special pay adjustment for law enforcement officers.

Major. An employees major field of study (also referenced as Academic Discipline and Instructional Program.

Mass Transfer. The movement of an employee with his/her position to a different agency when (1) a transfer of function or an organization change takes place, and (2) there is no change in the employee's position, grade, or pay.

Menus. List of processes or other program options.

Military Service. Identifies, if any, the branch of military service in which the employee served.

Mode. A system feature that sets the parameters for which records can be viewed or changed by the user.

Module. A unit of application within PeopleSoft covering a specific function with its own forms or pages (i.e., HRMS, Payroll, Benefits Administration, etc.).

MSPB. Merit Systems Protection Board.

National ID (**NID**). Nine numeric digits assigned to an individual by the Social Security Administration. Also known as Social Security Number (SSN) and Taxpayer Identification Number (TID).

Nature of Action (NOA) Code. Indicates the type of personnel action being processed.

Nature of Action Description. Describes the NOA code.

Nature of Action Effective Date. The date the personnel action is effective.

Noncompetitive Action. An appointment or placement in a position in the competitive service that is <u>not</u> made by selection from an open competitive examination, and that is usually based on current or prior Federal service.

Normal Line of Promotion (Career Ladder). The pattern of upward movement from one grade to another for a position or group of positions in an organization.

Not To Exceed (NTE) Date. Types are as follows:

- 1. Appointment NTE Date: Indicates the length of time a person may serve in a position.
- 2. Classification Temporary NTE Date: Established temporary date that is used for a temporary classification of a unique position.
- 3. Health Benefits Renewal Self-Support NTE: Date when an employee's incapacitated child must be re-evaluated for care under employee's hospitalization coverage.
- 4. LWOP NTE Date: NTE date is the last day the employee is in leave without pay status. The employee is scheduled to return to duty the next workday.
- 5. Position NTE Date: Indicates the length of time a position is available for use.
- 6. Promotion NTE Date: Specific time for an increase in grade on a temporary basis.
- 7. Suspension NTE Date: Specific time an employee is to be on suspension. No salary is paid for the period.

Occupant of Position/Vice. Indicates new position or former occupant of a position.

Occupational Series Code. Designates a grouping of positions similar in work and qualification requirements. They are designated by a title and four digit number (e.g., the Accounting Series, GS-0510).

Official Forwarding Address. An employee's mailing address following separation.

Official Personnel Folder (OPF). The repository of a Federal employee's official documents related to personnel history.

Official Personnel Folder (OPF) Address. Indicates the address where the Official Personnel Folder is maintained.

OMB. Office of Management and Budget.

Open Season. This term has several connotations as it relates to Federal benefits processing. For FEHB processing, it is generally the time period from mid-November through mid-December. For Thrift Savings Plan (TSP) processing, these are semi-annual and are generally held from May 15 - July 31 and November 15 - January 31. Open seasons for FEGLI or Retirement Plan Changes are infrequent and special notification from the OPM would be issued to all Federal employees should they occur.

OPF Code. Indicates where the OPF is maintained.

OPM. Office of Personnel Management.

Organization Codes. A subdivision of an agency to which an employee is assigned.

Organizational Position Title Code. Also known as Working Title.

Outside The Register Appointment. An appointment in the competitive service made under an agency's applicant supply system because either there is not a sufficient number of eligibles on the appropriate register or no competitive inventory exists. Agencies are also authorized to make temporary limited appointments outside the register at grades GS-12 and below.

Pages. Screens comprised of the fields in which users enter data.

Components. Refers to a group of screens within a PeopleSoft application that contains related information.

PAR. Personnel Action Request.

PAR Status. Where in the process the action is, i.e., requested, approved or processed.

Parallel/Dual Entry. Entry of the same data into more than one (usually two) systems during transition to a new system.

Part-Time Service or Part-Time Employment. Service when employee works on a part-time schedule, less than 40 hours per week, on a prescheduled regular tour of duty.

Part-Time Work Schedule. A schedule that requires an employee to work less than full-time, but for a specific number of hours (usually 16-32 hours per administrative workweek) on a prearranged scheduled tour of duty.

Pay. Types of "pay" are as follows:

- 1. Basic Pay: generally, the total amount of pay received during any one calendar year at the rate fixed by law or administrative action for the position held by the employee or judicial official prior to any deductions and not including any special payments or premium pay.
- 2. Gross Pay: total compensation earned by an employee, annuitant, or survivor of a judicial official prior to any deductions. Includes basic pay plus locality pay; availability pay (if any) for LEOs; special payments (if any); an annuity (if any); plus awards (if any).
- 3. Premium Pay: pay provided to an employee as a regular addition to basic pay (e.g., administratively uncontrollable overtime (AUO), availability pay, overtime, night differential, holiday pay, etc.).

Pay Adjustment. Any increase or decrease in an employee's rate of basic pay when there is no change in the duties or responsibilities of the employee's position. A pay adjustment may include a change in the step at which the employee is paid. A change in the pay system under which the employees is paid is also a pay adjustment.

Pay Basis. A code indicating the principal condition in terms of time, procedures or criteria, that serves as a basis for computing an employee's pay.

Pay Calculation. Formula that calculates an employee's gross to net.

Pay Calendar. Payroll processing cycle for a given pay group.

Pay Confirmation. Process in which the system updates all to-date cumulative totals on the database for earnings, deductions, and taxes for pay groups assigned to a given Pay Run ID.

Pay Frequency. Defines how often employees in a pay group are paid—weekly, biweekly, monthly, and so on.

Pay Group. A set of employees grouped together for payroll processing.

Pay Period. Established times when employees in a pay group are paid. Pay Periods are defined by their beginning and ending dates.

Pay Plan. A code that denotes the pay schedule under which an employee is paid, e.g., GS, SL, ST, EJ, WG, etc.

Pay Rate Determinant (PRD). A designation of any special factors that help determine an employee's rate of basic pay or adjusted basic pay.

Pay Retention Entitlement. The right of an employee to retain, under certain circumstances, a rate of basic pay higher than the maximum rate of the grade for the position occupied.

Platform. Database environment that applications run on.

POI. Personnel Office Identifier. Also known as Submitting Office Number (SON). Identifies the Federal civilian personnel office authorized to appoint and separate the employee, and, to the extent such functions have been delegated, to prepare personnel actions, maintain official personnel records, and administer programs for staff compensation, training and development, benefits and awards, and employee and labor relations.

Populate. The term used to describe the appearance of data in a given field.

Position. The officially assigned duties and responsibilities that make up the work performed by an employee.

Position Classification. The analysis and identification of a position and placing it under the position classification plan established by OPM.

Position Change.

1. A move by an employee to another position during the employee's continuous service under the same appointment within the same agency.

Also,

2. When the employee is entitled to grade retention and moves to another position at or between the retained grade.

Position Date Created. Date the position was created for use in the agency.

Position Description (PD). In accordance with OPM guidelines, an official description, authorized and approved by an agency official, describing duties and responsibilities to be performed. Position classification standards are used to describe the work, classify the work components by occupational series, and factors (e.g., supervisory control, scope, complexity, competencies required) are used to determine the grade level (i.e., salary range) for the position.

Position Number. A number that identifies an authorized position.

Post Differential, Non-Foreign. A differential payable to an employee at a location in a non-foreign area if conditions of environment differ substantially from conditions of environment in the contiguous United States and warrant its payment as a recruitment incentive.

Post Differential Percent. Additional compensation that may be paid to certain employees who work in Guam or the Northern Mariana Islands.

Post-56 Military Deposit. The OPM provides guidelines to Federal agencies on how to calculate and process these voluntary employee deductions from pay toward the employee's current retirement fund for those periods of eligible military service.

Premium Pay. Additional pay for overtime, night, holiday, or Sunday work and standby duty or administratively uncontrollable work.

Previous Retirement Coverage. An indicator of whether the employee has, at the time of most recent appointment to the Federal service, previously been covered by the Civil Service Retirement System or the Federal Employees Retirement System.

Probationary Period. The first year of service of an employee who is given a career or career-conditional appointment. During this period, the agency determines the fitness of the employee and the employee has no appeal rights.

Promotion. For positions under the same type job classification system and pay schedule, a promotion changes the employee to a higher grade level or makes permanent a Promotion NTE; or when the old and new positions are under different job classification systems and pay schedules, a promotion changes the employee to a position with a higher rate of basic pay or makes permanent a Promotion NTE.

Provider. An entity that provides one or more of the benefits your agency offers. For example, OPM has oversight authority for the FEHB and FEGLI programs and would be considered a provider. The Thrift Savings Board would be the provider for the Thrift Savings Plan.

Quality Step Increase (QSI). A step increase awarded to an employee for sustained high quality performance.

Rate of Basic Pay. The rate of pay fixed by law or administrative action for the position held by an employee before any deductions and exclusive of additional pay of any kind.

Rating Level. (Rating of Record Level). Performance rating prepared at end of annual appraisal period as defined in 5 CFR 430.208 and 5 CFR 430.303.

Rating Pattern. (Rating of Record Pattern). Summary level assigned to performance ratings as defined in 5 CFR 430.208(d) and 5 CFR 430.304(g).

Realignment. The movement of an employee and his/her position when (1) a transfer of function or an organization change occurs, (2) the employee stays in the same agency, and (3) there is no change in the employee's position, grade or pay.

Reassignment. Change of an employee from one position to another without promotion or change to lower grade.

Record Definition. Collection of fields identified in a table and their attributes.

Recruitment Bonus. A one-time payment of up to 25 percent of basic pay to an employee who is newly appointed to a hard-to-fill position.

Reduction In Force (RIF). Separation of an employee from his/her competitive level required by the agency because of lack of work or funds, abolition of position or agency, or cuts in personnel authorizations.

Re-employed Annuitant. A person retired under the Civil Service or Federal Employees Retirement System whose annuity continues after he or she is reemployed by the Federal Government.

Reemployment Priority List. A list of career and career-conditional employees an agency has separated because of (1) reduction-in-force, or (2) compensable injury or disability where recovery takes more than one year from the time the employee began receiving compensation.

Reemployment Rights. The entitlement of an employee to return to nontemporary employment after assignment to other civilian employment.

Reinstatement. Noncompetitive reemployment in the competitive service as a career or career-conditional employee of a person formerly employed in the competitive service who had competitive status or was serving probation when separated.

Related Education. Education above the high school level that has equipped the applicant with the KSAs to perform successfully the duties of the position being filled. Education may relate to the duties of a specific position of the occupation, but must be appropriate for the position being filled.

Relational Database. A relational database consists of a series of tables. These tables are made up of rows (horizontal) and columns (vertical), very much like the layout of a spreadsheet. Columns are the fields you see in pages as you work with PeopleSoft applications, and rows contain the entries you make in each field.

Relocation Bonus. A one-time payment of up to 25 percent of basic pay to a current employee who relocates to take a hard-to-fill position.

Remark Codes. Codes that cause the printing of pre-set text passages on a notice of action form. Some passages are general purpose and others are specific to the personnel action being processed.

Resignation. A separation action initiated by the employee to leave the Federal civil/service.

Resignation ILIA. A separation initiated by employee under circumstances that meet the definition of "involuntary separation."

Retained Grade Effective Date. Date employee became eligible or began receiving a retained grade and pay.

Retained Grade Expiration Date. Expiration date of an employee's retained grade and pay.

Retained Rate. A rate of pay above the maximum rate of the employee's grade that an employee is allowed to keep in special situations rather than having his/her rate of basic pay reduced.

Retention Allowance. The annual total dollar amount up to 25 percent of basic pay paid to an essential employee with unusually high qualifications or special skills in those cases where the agency determines that the employee would be likely to leave Federal employment if no allowance were paid.

Retention Register. A record of all employees occupying positions in a competitive level arranged by tenure groups and subgroups, and by service dates within the subgroup. It is used in a reduction-in-force to determine which employees are retained and which are separated or moved to other positions.

Retirement. Separation from the service when employee is eligible to obtain an immediate annuity. Types of retirement are:

- 1. Mandatory Retirement.
- 2. Disability Retirement.
- 3. Voluntary Retirement.
- 4. Special Option Retirement.
- 5. ILIA (In Lieu of Involuntary Action) Retirement.

Retirement Coverage Code. A code used to denote an employee's retirement coverage. The major ones include the following:

- 1. 1-Civil Service (CSRS)
- 2. K-Federal Employees Retirement System (FERS) and FICA
- 3. Foreign Service (FS) Not used in DOE
- 4. C-CSRS Offset
- 5. 6-CSRS Special (for LEOs)
- 6. M-FERS and FICA Special

- 7. 2-Social Security System
- 8. 4-None

Retirement Deferred. Retirement of a person age 62 or older with at least 5 years of civilian service who was formerly employed under the CSRS and then left Federal service or moved to a position not under a retirement system. An employee covered by FERS who separates after completing 10 years of service can also receive a deferred retirement upon reaching the FERS "Minimum Retirement Age" (55 to 57, depending on birthdate).

Retirement Discontinued Service. Retirement based on involuntary separation against the will and without the consent of the employee, other than on charges of misconduct or delinquency.

Retirement ILIA (In Lieu of Involuntary Action). Voluntary retirement initiated by employee in lieu of involuntary separation by the agency.

Retirement - Optional. Voluntary retirement, without reduction in annuity, of an employee who meets minimum age and service requirements.

Return to Duty. Placement of an employee back in pay and duty status after absence for furlough, suspension, or leave without pay.

Roles. A component of PeopleSoft's workflow functionality. A role is a class of users who perform the same type of work, such as clerks or managers.

Routings. A component of PeopleSoft's workflow functionality. Routings are the system's means of moving information from one place to another, from one step to the next. Routings specify where the information goes and what form it takes - i.e., e-mail messages, electronic form, or worklist entry.

Row. A portion of the database also referred to as a record.

Rules. A component of PeopleSoft's workflow functionality. Rules determine what activities are required to process your business data.

Run ID. Code that uniquely identifies a Run Control for batch programs.

Sabbatical. An absence from duty, without charge to pay or leave, that an agency may grant to a SES career appointee to engage in study or uncompensated work experience.

Salary. Rate of compensation received by an employee.

Scientific and Professional (ST) Positions. Positions established to carry out research and development functions that require the services of specially qualified personnel. ST positions are ungraded.

Seasonal Employee. An employee who works on an annual recurring basis for periods of less than 12 months (2087 hours) each year.

Self-Service Center. A place where employees go (usually a Web browser-accessed application) that gives them more direct control over their own data to verify, update, and/or request certain personnel actions.

Senior Executive Service. Positions that are classified above GS-15 of the General Schedule or in level IV or V of the Executive Schedule or equivalent positions.

Senior Level (SL) Positions. Positions established to replace positions at grades GS-16, GS-17, and GS-18 of the General Schedule. SL positions are classified above GS-15 of the GS and are ungraded.

Server. Any computer that performs tasks based on a request from a remote client.

Service Computation Date (SCD). The date, either actual or constructed by crediting service, used to determining benefits that are based on how long the person has been in the Federal Service.

Shift. Specific hours during the day that an employee works, such as nine to five, four to eleven, or ten to six.

Shift Code. Numerical shift identifier that is unique within a Set ID.

Shift Differentials. A premium over regular pay for which employees on certain shifts may be eligible, such as double-time for late night shifts. Shift differentials are usually stated as an additional rate or factor.

Sick Leave. Sick leave is accrued by full-time permanent/seasonal employees at the rate of 4 hours every biweekly pay period; for part-time permanent/seasonal employees, it is accrued at one hour for every 20 hours worked.

Social Security Number. Nine numeric digits assigned to an individual by the Social Security Administration. Also known as a Taxpayer Identification Number (TIN) and National ID (NID).

Special Salary Rates. Higher salary rates for specific grade levels and occupational groups determined by OPM for employees working in specific geographic areas. Each area is assigned a separate Schedule Number.

SQL. Structured Query Language - a set of commands used to report from, write to, and extract data from relational databases.

SQR. Structured Query Report. A tool used to create a wide variety of reports or to perform global database manipulations and interactive queries.

Standard Form (SF). A standardized form for interagency use by the Federal government. The SF prefix is the most common but not exclusive in usage.

Standard Form (SF-50). Notification of Personnel Action. Used to notify employee and the payroll office, and to record the action in the employee's Official Personnel Folder.

Standard Form (SF-52). Request for Personnel Action. Used by operating officials and supervisors to request personnel actions and to secure internal agency clearances.

Status Position Code. A code that identifies the various conditions of a position, e.g., frozen, classified, etc.

Step. A secondary level or subcategory within the primary pay level (depending upon pay plan, different employees may have a different number of steps within their primary pay level).

Supervisory Differential. The annual total dollar amount paid to a General Schedule supervisor who provides direct, technical supervision over the work of one or more civilian employees in other pay plans who receive a higher rate of total pay than does the supervisor.

Suspension. Placement of an employee, for disciplinary or other reasons, in a temporary nonpay and nonduty status for disciplinary reasons or other reasons pending an inquiry.

Tables. The structure that establishes the foundation of information in a relational database.

Target Grade. Highest obtainable grade for a position.

Temporary Appointment. An appointment made for a limited period of time and with a specific not-to-exceed (NTE) date determined by the authority under which the appointment is made.

Temporary Continuation of Coverage (TCC). The TCC program, as prescribed by the OPM, requires Federal agencies to provide to separating Federal employees the opportunity to temporarily continue their FEHB coverage for up to 18 months (unless involuntarily separated because of gross misconduct), provided the individual pays the full cost of coverage, including both the employee and government share and a two percent administrative charge. Agencies may elect to provide this service in-house or enter into cross-servicing agreements with another Federal agency.

Tenure. The period of time an employee may reasonably expect to serve under his/her current appointment.

Web Architecture. Where data storage and processing are distributed to process across different systems, such as the Application Server; Web Servers and report repositories which centralizes much of the data processing, thereby eliminating the load upon the individual web browsers.

Thrift Savings Plan (TSP). A voluntary retirement savings and investment plan for Federal employees administered by the Federal Thrift Investment Board.

Tool Bar. The bar of icons found across the top of every screen.

Tour of Duty. The hours of a day (daily tour of duty) and the days of an administrative workweek (weekly tour of duty) that are scheduled in advance and during which an employee is required to perform work on a regularly recurring basis.

Transaction Code. Identifies what action has taken place against the position.

Transaction Number/Sequence. More than one action with the same effective date.

Transfer. A change of an employee, without a break in service of one full workday, from a position in one agency to a position in another agency that can be filled under the same appointing authority.

Translate Table. A system edit table that stores codes and translate values for the miscellaneous fields on the database that do not warrant individual edit tables of their own. In most cases, PeopleSoft maintains the Translate Table.

Travel and Relocation Date. Length of time an employee must remain in the Government after the Government has paid to relocate him/her from one official duty station to another or for initial appointment.

Two-tier Architecture. Where data storage and processing takes place on a central server (called the Database Server) and business rules and presentation of the data are managed by the individual client workstations.

Type of Appointment. Indicates the specific type of appointment under which the employee is serving.

Unemployment Compensation. An unemployment insurance for Federal employees.

United States Code (USC). Codifies the laws and regulations of the United States.

Veteran. A person who was separated with an honorable discharge or under honorable conditions from active duty in the Armed Forces performed during one of the periods described in 5 USC 2108.

Veterans Preference. An employee's category of entitlement to preference in the Federal service based on active military service that terminated honorably.

Wage Area. A geographical area within which a single set of regular wage schedules is applied uniformly by Federal installations to the covered occupations under the Federal Wage System.

Wage Employees. Federal wage employees or prevailing rate employees. These employees are in trades, crafts, or labor occupations covered by the Federal Wage System and their pay is fixed and adjusted from time-to-time in accordance with prevailing rates.

Waiver of an OPM Qualification Standard. Involves setting aside requirements in a published standard to place an employee in a particular position, usually to avoid some kind of hardship to the employee, such as in cases of RIF or administrative error on the part of the agency. Extra training and/or skills development may be needed to help the employee adjust to the new position. Waivers are granted by OPM or an agency, as appropriate, on a case-by-case basis, and do not directly affect other positions in the organization.

Web Server. A computer that responds to requests from clients and provides the clients with the requested document and its contents.

Web Server Architecture. Technology allowing the network of computers to enable a database to reside in one location on a server and still be accessed simultaneously by multiple users (web) at various remote sites.

WGI Due Date. Identifies the date of an employee's next within grade increase. Current policy is that the step increase is implemented on this date automatically unless prevented by the processing of an unsatisfactory performance appraisal or excess of allowable leave without pay.

WGI Non-Creditable Days. Total number of days that cause the WGI due date to be adjusted forward.

Web Browser. Basic screen structure of CHRIS.

Within Grade Increase (WGI). An increase in employee's rate of basic pay by advancement from one step of his or her grade to the next after meeting requirements for length of service and performance.

Without Compensation (WC). Under certain circumstances an agency may be authorized to appoint an employee to provide services to the government without pay.

WIP. Work-In-Progress.

WIP Status. The code that tells the PeopleSoft workflow system when and where to send data to the next step of the request/approval or other type of cycle.

WIP Status Type. The code that tracks the action. Each WIP Status is linked to a WIP Status Type. PeopleSoft delivers four different Status Types:

Work-In-Progress - A request that has not reached the final level of approval.

Canceled - Cancels an action that had been completed.

Corrected - HR corrects a completed request.

Completed - HR approves a request that has successfully completed all review levels.

Work Schedule. The time basis on which an employee is paid. A work schedule may be full-time, part-time, or intermittent.